

## MSWord 2007 Default Format

1. On the HOME tab, click the Font Dialog Box Launcher, click the Font tab.
2. Select the options that you want to apply to the default font.
3. Click Default, then click YES.

## MSWorks 4.5a Default Format

1. Open Works,
2. Click Format and select Font
3. Change the font to the size you want, and change anything else you want to change in the default format.
4. Click SAVE

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