

Mac Users: Word 2016 Changing the Default Font

Word 2016 Changing the Default Font:

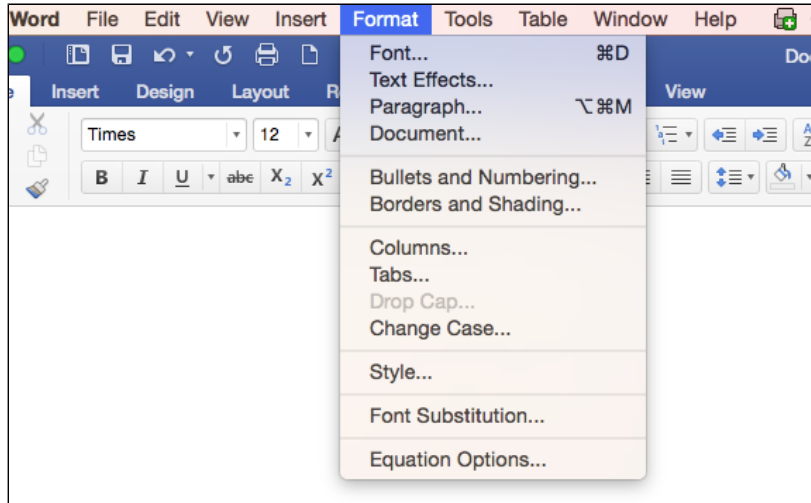
VIDEO:

[Mac Word 2016 Changing Default Font](#)

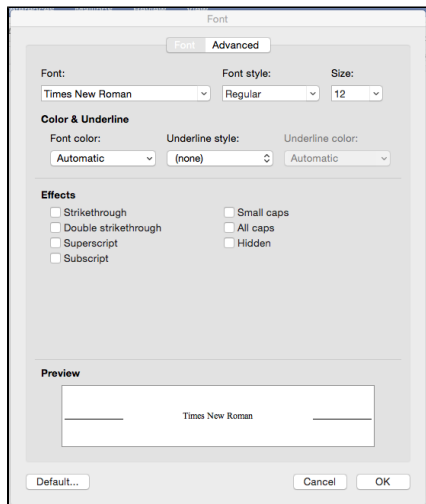
Changing Default Font:

The default Font is **Calibri** and default font size is **12**. To change the default:

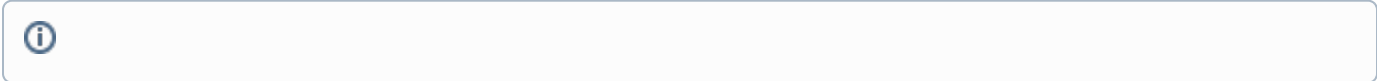
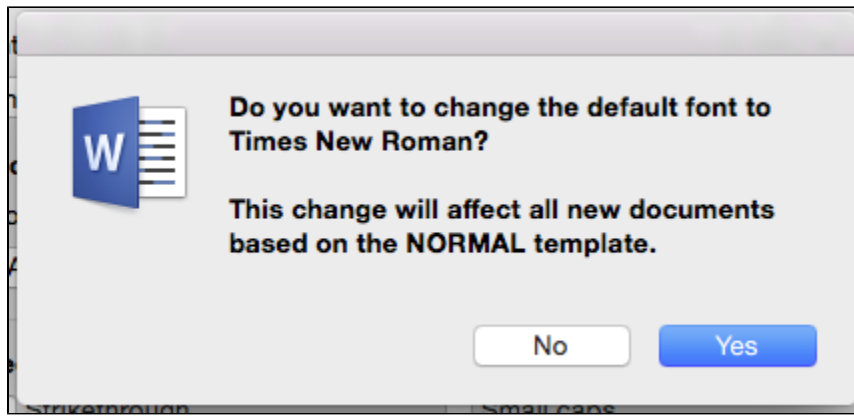
1. Select "Format", "Font"



2. Select **font & size**, and then click the "Default" option.



3. Select "Yes" to change all new documents based on the NORMAL template.



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