

# Word 2007

## Five New Defaults

### FONT

Word 2007: Calibri

Word 2003: Times New Roman

### FONT SIZE

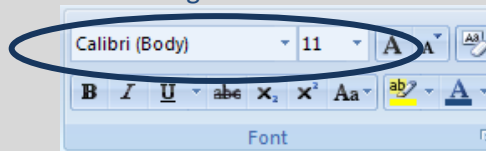
Word 2007: 11 pt


Word 2003: 12 pt



To change the **Font** and **Font Size**:

1. On the Home tab, in the Font group, use the **Font** box and **Font Size** box to make changes.



2. To change the default, use the **Dialogue Box Launcher**  to open Font box.
3. Make changes, and click on **Default** button. Then **Yes** button and **OK** to return.


1. FONT
2. FONT SIZE
3. MARGINS
4. LINE SPACING
5. PARAGRAPH SPACING

### MARGINS

Word 2007: Top, Bottom, Left, & Right 1"

Word 2003: Top & Bottom 1"  
Left & Right 1.25"

To change Margins:


1. On Page Layout tab, in Page Setup group, click on  button.
2. Make selection from list, such as, Office 2003 Default to revert back to Word 2003 margins.
3. Select option for **Custom Margins** to create your own custom margins.

### LINE SPACING

Word 2007: 1.15

Word 2003: 1 (Single)

To change line spacing:

1. Put cursor in paragraph or to change entire document, use **Ctrl + A**.
2. On the Home tab, in the Paragraph group, click on the **Line Spacing**  button.

### PARAGRAPH SPACING

Word 2007: After 10pt

Word 2003: After 0pt

To change paragraph spacing:

1. Put cursor in paragraph or to change entire document use **Ctrl + A**.
2. On the Page Layout tab, in the Paragraph group, use the **After** field under Spacing.

