

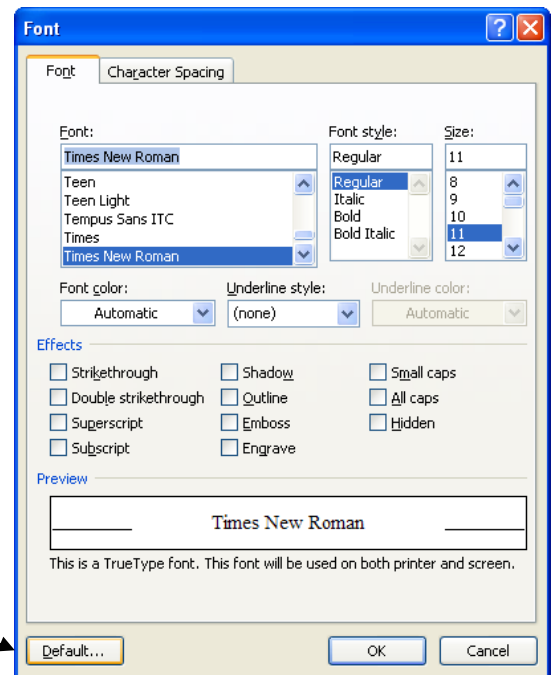
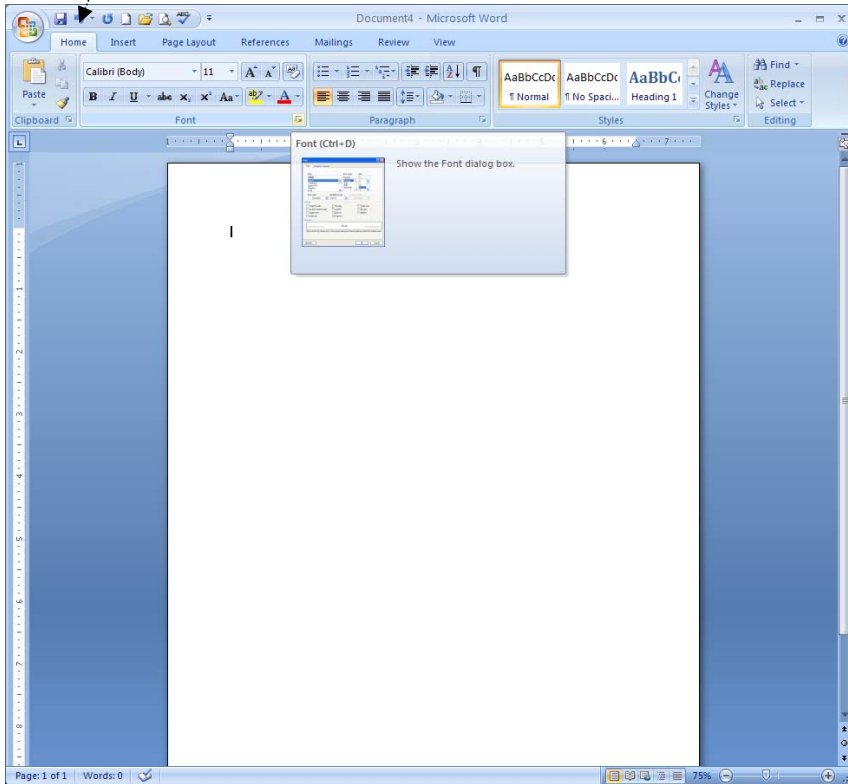


# INFORMATION TECHNOLOGY

## USER SUPPORT SERVICES

### HOW TO CHANGE DEFAULT FONT

Click on **Home** tab, on **MS Office Ribbon**.  
Move mouse to **Font Dialog Box Launcher** to view ToolTip.  
Click on **Font Dialog Box Launcher** to view Font Dialog Box.



On the Font Dialog Box,  
select desired **Font**, **Font style**  
& **Size** & then click **Default**.

Click **Yes** when prompted to apply  
the change for all new documents.

