How can I change the default font or font size in Microsoft Word?

Q: How can I change the default font or font size in Microsoft Word?

Word 2010

1. Locate the **Format** tab at the top of your screen.
2. Select **Font...**.
3. Choose the font and text size you would like to make your default.
4. Click **Default** in the bottom right hand corner
   See also: http://office.microsoft.com/en-us/word-help/change-or-set-the-default-font-HP010368862.aspx

Word 2013

Instructions available from Microsoft:

- http://office.microsoft.com/en-us/word-help/change-the-default-font-HA102850044.aspx?CTT=1
- http://office.microsoft.com/en-us/word-help/change-the-font-size-HA104224602.aspx?CTT=1

NOTE: This forum conversation suggests that the solution may not be sufficient, and recommends using the Design tab for a more effective solution.

- http://answers.microsoft.com/en-us/office/forum/office_2013_release-word/how-do-i-change-the-default-font-in-word-2013/628b8c6a-67e9

Word 2016

- https://support.office.com/en-us/article/Change-the-default-font-in-Word-2016-for-Mac-e3568e9d-5f0b-4360-b25a-e835a92b8de3