

REMINDER: Emailed to a group account. Do NOT reply using the email group account.

The screenshot shows a window titled "Productiv I.T.y – For Internal Use Only" with a blue header bar. Inside the window, there is a tab labeled "WHAT's New?". A yellow speech bubble contains the following text:

Default Font Style (MICROSOFT WORD):

If you know you'll be using a certain text style, such as a company font, throughout a document, you may think about setting it as the default font style. This will save you from having to apply a new text style every time you enter words on your document.

To the left of the speech bubble is a cartoon illustration of a yellow cat with orange ears and a blue collar.

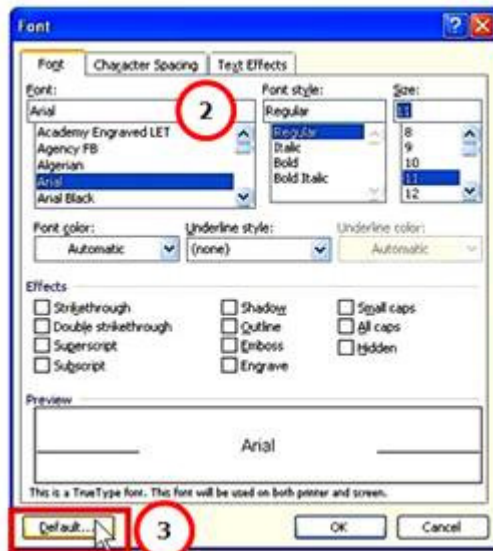
Below the speech bubble, there is a "NOTE:" section:

NOTE: Productiv.I.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

At the bottom of the window, there are four buttons: "<Back", "Next>", "OK", and "Cancel".

WORD (older versions):

1. Choose Format Menu | Select Font
2. In the Font dialog box, change the Font, Font Style, and Size to whatever suits your document needs
3. Click Default



WORD (2007):

1. Go to the Home tab and click on the icon in the lower-right corner of the Font group to open the Font dialog box
2. In the Font dialog box, change the Font, Font Style, and Size to whatever suits your document needs
3. Click Default

