Work with fonts

- **To use your favorite font in Word all the time, set it as the default.**

- Go to Format > **Font** > **Font**. You can also press and hold. + D to open the **Font** dialog box.

- Select the **font** and size you want to use.

- Select Default, and then select Yes.

- Select OK.

- Open a new document, click on the Home tab, click on the **Font** Dialog Box Launcher (as shown in the screenshot below) and select the **Font** tab.

- Select a new **font** and size in the **Font** dialog box, and then click Default. …

- Click Yes to make the changes permanent.

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- Word 2007's Normal template uses a new default font, Calibri 11. If you have been using Times New Roman or Arial 12 as your default font, you still can -- simply change the default. For example, to change the default font for the document you are working on to Arial 12, follow these steps:

- Under the Home tab, click the Styles group button to open the Styles window.

- Click the Manage Styles button, which is third from the left at the bottom of the Styles window.
- Select the Set Defaults tab.
- Scroll to and select Arial under Font.
- Under Size, click 12.
- Select the Only In This Document check box.
- Click OK.

- Now you no longer have to reformat your Word 2007 document to work in Arial 12.
- If you are working on your own machine, you can set the default font for all new documents by clicking the New Documents Based On This Template

- MS Word Making the Font Bold, Italicized and Underlined

- While creating documents in Microsoft Word application, one may need to emphasize some specific words/phrases by making them bold, underlined, or italicized. Certain grammatical constructs also require the user to bold, underline, or italicize some text. One can easily make the text bold, underline, and italicize using MS Word. These features can also be combined used. In other words, one can bold, and/or underline, or/and italicize a single piece of text.

- [How to Bold/ Italicize/ Underline using the Dialog Box Launcher?](#)
- [How to Bold/ Italicize/ Underline using the Ribbon?](#)
- [How to Bold/ Italicize/ Underline using the Keys?](#)
- [Bold, Italicize and Underline - All three using the Ribbon](#)
- [Bold, Italicize and Underline - All three using the Keys](#)

How to Bold/Italicize/Underline using the Dialog Box Launcher?

- Select the word/phrase/sentence to be made bold/underlined/italicized
- Now, choose the '**Home**' tab
- After that, click the dialog box launcher in the Font group
- The Font dialog box will appear
- Click Bold/Italicize/Underline in the Font Style box (**Note:** It is possible to see the effect of the action in the Preview window)
- To remove the Bold/Italicize/Underline, click '**Regular**'
- Click '**OK**' for closing the dialog box
- Click anywhere in the text area for removing the highlighting

How to Bold/Italicize/Underline using the Ribbon?

- Select the word/phrase/sentence to be made bold/underlined/italicized
- Now, choose the '**Home**' tab
- Click the Bold/Italicize/Underline Button in the Font group.
- To remove the Bold/Italicize/Underline, you can select the text and then click the old/Italicize/Underline button again
- Click anywhere in the text area for removing the highlighting