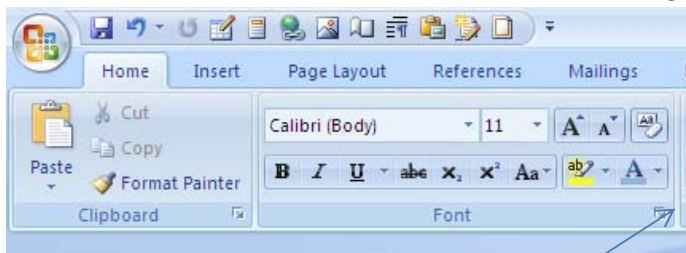


MS Word - Font

Text can be formatted through the Font group on the Home Tab Ribbon. If you want to set your default to a certain font, you will need to open your Font Dialog box by expanding the Font group.

MICROSOFT WORD 2007 BASICS TIP SHEET

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To access the Font Dialog box, click the expand button on the Font Group.

