CHANGING YOUR STYLE DEFAULT

If you are like me, you do not like the Word Calibri 11 or the 1.08 paragraph spacing that Word 2013

uses as its default.

If you would like to change your default Style so that whenever you open a new Word document your preferred font, style, and spacing is the new default ...let's say:

Georgia 12 with a true single-spacing

Here is what you do:

Right click on the Normal stylesheet icon and choose Modify.

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Now, whenever you open a new Word document, your preferred style will be the default.