Common Office 2007 Tasks

Outlook 2007 - Set the Default Font:
Click on Tools → Options… → Mail Format tab → Stationary and Fonts button. You can set the default font for new messages and on replying/forwarding.

Excel 2007 – Set the Default Font:
Click on the Office Button → Excel Options button → Popular → look for When creating new workbooks and select your font options → click OK.

Word 2007

Set the Default Font:
From the Home tab, click on the Font Dialog Box in lower right corner of the Font section. On the Font screen, select the font and size you would like, and click on the Default… button. Click Yes to accept the font change on all new documents you create.

Set the Default Paragraph Spacing (Alignment and Indents):
From the Home tab, click on the Paragraph Dialog Box in lower right corner of the Paragraph section. On the Paragraph screen, under Spacing use the arrows to select the spacing you prefer – 0 pt allows you to manually enter all paragraph spacing. Click on the Default… button, then click Yes to accept the paragraph changes on all new documents you create.

Quick Access Toolbar – Customize
To the right of the Microsoft Office Button at the top of the Ribbon you see three familiar tools: Save, Undo, and Redo. These tools are part of the Quick Access Toolbar, which travels with you from application to application. To customize the Quick Access Toolbar click on the down arrow to the right of the toolbar. You can add tools/commands (More Commands…) you use regularly and also Show Below the Ribbon.