3 Most Common MS Word Questions Answered

We have been offering Microsoft Office training for over twenty years. The years have gone by, but the following three Microsoft Word questions have remained the same.

Question 1: How do I get Word to quit automatically Formatting things?

Word is so efficient it thinks for you. Unfortunately, we don't always agree with the formatting choices that are made for us. Sometimes you don't want the number 2 to appear right after you type the number 1. You may not want a horizontal line to appear in the middle of the page after you type a few dashes. These features are part of Word's AutoFormat option and can easily be turned off.

How to Customize Word's AutoFormat Feature

Select the File tab and choose Options.

Choose the Proofing category.

Word Options	? ×
General Display Change how Word corrects and formats your text.	Â
Proofing AutoCorrect options	
Save Change how Word corrects and formats text as you tipe: AutoCorrect Options	
Language When correcting spelling in Microsoft Office programs	
Advanced Ignore words in UPPERCASE	
Customize Ribbon 📝 Ignore words that contain num <u>b</u> ers	
Quick Access Toolbar Ignore Internet and file addresses	
Add-Ins Enforce accented uppercase in French	
Trust Center Suggest from main dictionary only	
<u>Custom Dictionaries</u>	=
French modes: Traditional and new spellings 💌	
Spanis <u>h</u> modes: Tuteo verb forms only	
When correcting spelling and grammar in Word	
Check spelling as you type	
Use contextual spelling	
Mark grammar errors as you type Check grammar with spelling	
Show readability statistics	
Writing Style: Grammar Only 💌 Settings	
Chec <u>k</u> Document	
Europiere for Decument2	
Hide spelling errors in this document only	-
	OK Cancel

Choose AutoCorrect Options.

Select the AutoFormat as You Type tab.



Deselect any unwanted features and click OK.

Click OK to exit Word Options.

Question 2: How do I change the default font used in new documents?

Since the 2007 version of Office, the default font used in new Word documents is Calibri. The reason for this is to support online screen readability. More and more documents are being read in a digital format versus on paper. Calibri is simply easier to read on screen.

How to Change Word's Default Font

Click the dialog box launcher that appears in the Font group of the Ribbon's Home tab.



Select a font and then click the Set as Default button. This will change the default font type used in all new documents.

Font	? ×
Font Advanced Eont: Font style: Size: Arial Regular 11 Arabic Typesetting 8 4	
Arial Italic 9 Arial Black Bold Bold Arial Narrow + Italic 11 Arial Rounded MT Bold + 12 Font color: Automatic + Automatic	
Effects	
Strikethrough Small caps Double strikethrough All caps Superscript Hidden Subscript Hidden	
Preview	
Arial This is a TrueType font. This font will be used on both printer and screen.	
Set As Default Text Effects OK	Cancel

Click OK to close the Font dialog box.

Question 3: How do I add a Password to a Word Document?

How to Apply a Password to a Word Document

Select the File Tab and choose Save As.

Select the Tools menu and choose General Options.



Enter a Password to Open and/or a Password to Modify and click OK.

General Options
General Options
File encryption options for this document Password to <u>o</u> pen:
File sharing options for this document Password to <u>m</u> odify:
Read-only recommended Protect Document
Adjust the security level for opening files that might contain macro viruses and specify the names of trusted macro developers.
OK Cancel