

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.

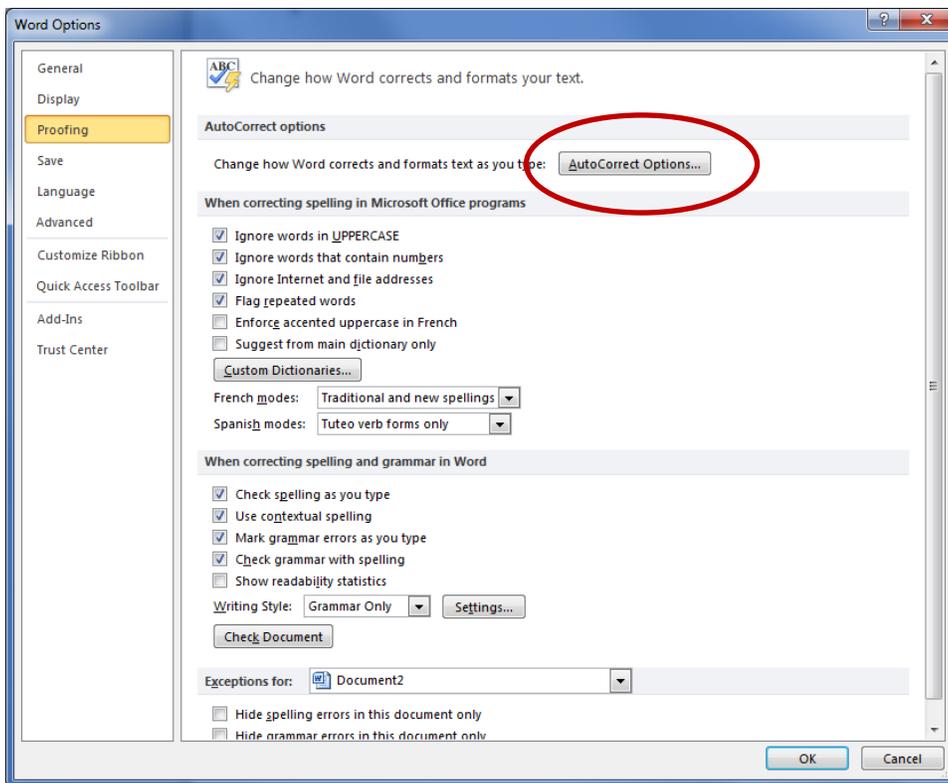
Question 1: How do I get Word to quit automatically Formatting things?

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

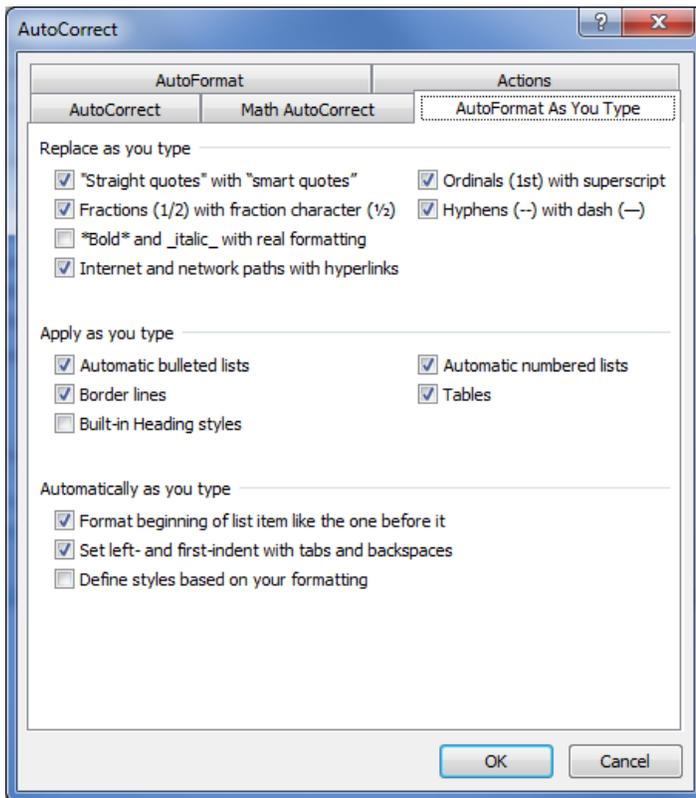
Select the File tab and choose Options.

Choose the Proofing category.



Choose AutoCorrect Options.

Select the AutoFormat as You Type tab.



Deselect any unwanted features and click OK.

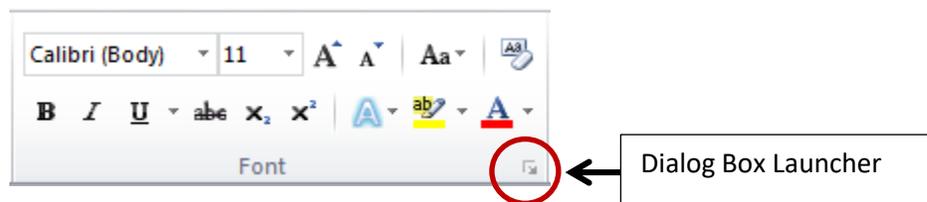
Click OK to exit Word Options.

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

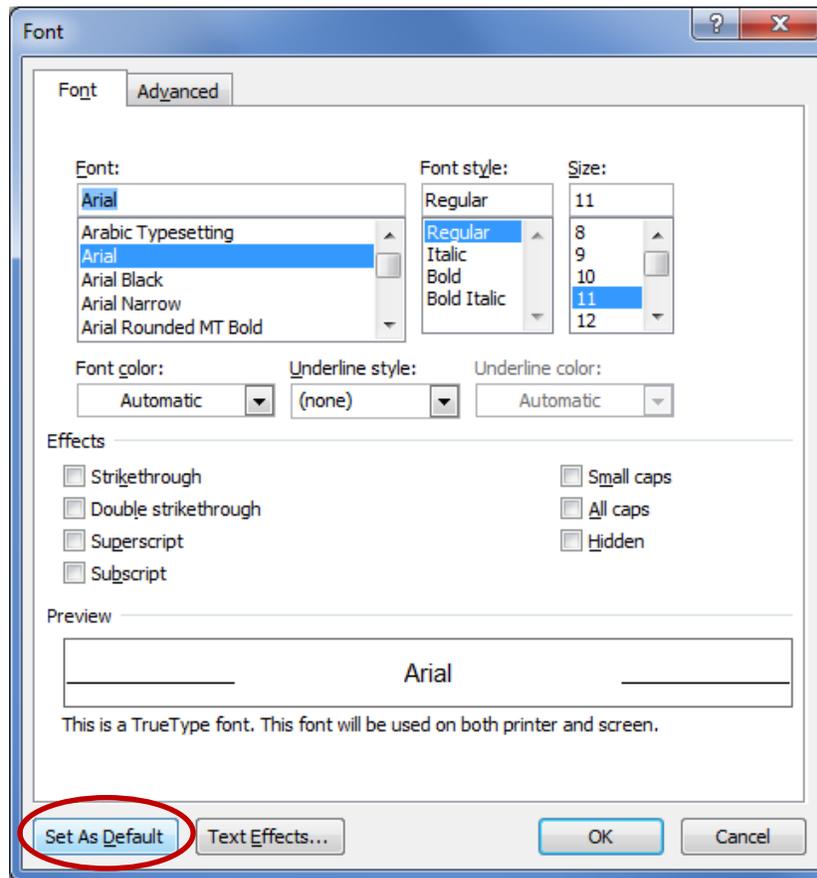
Since the 2007 version of Office, the default font used in new Word documents is Calibri. The reason for this is to support online screen readability. More and more documents are being read in a digital format versus on paper. Calibri is simply easier to read on screen.

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.



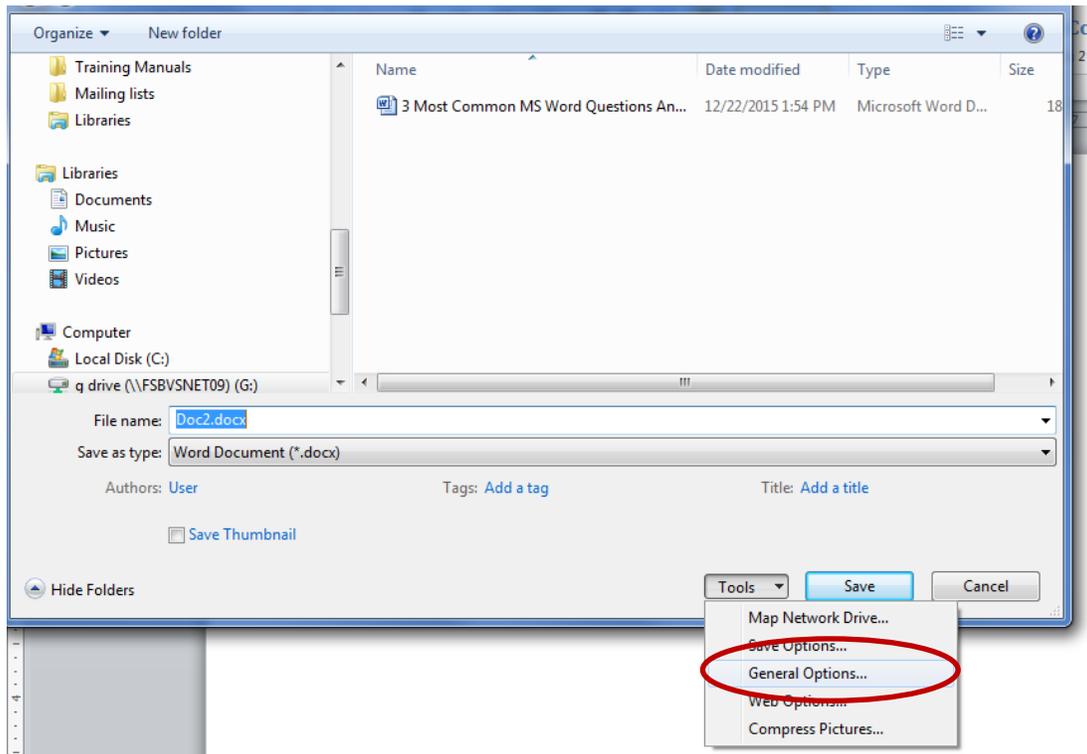
Click OK to close the Font dialog box.

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.

