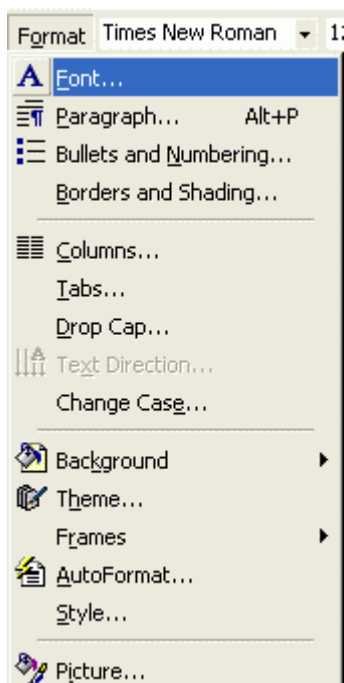


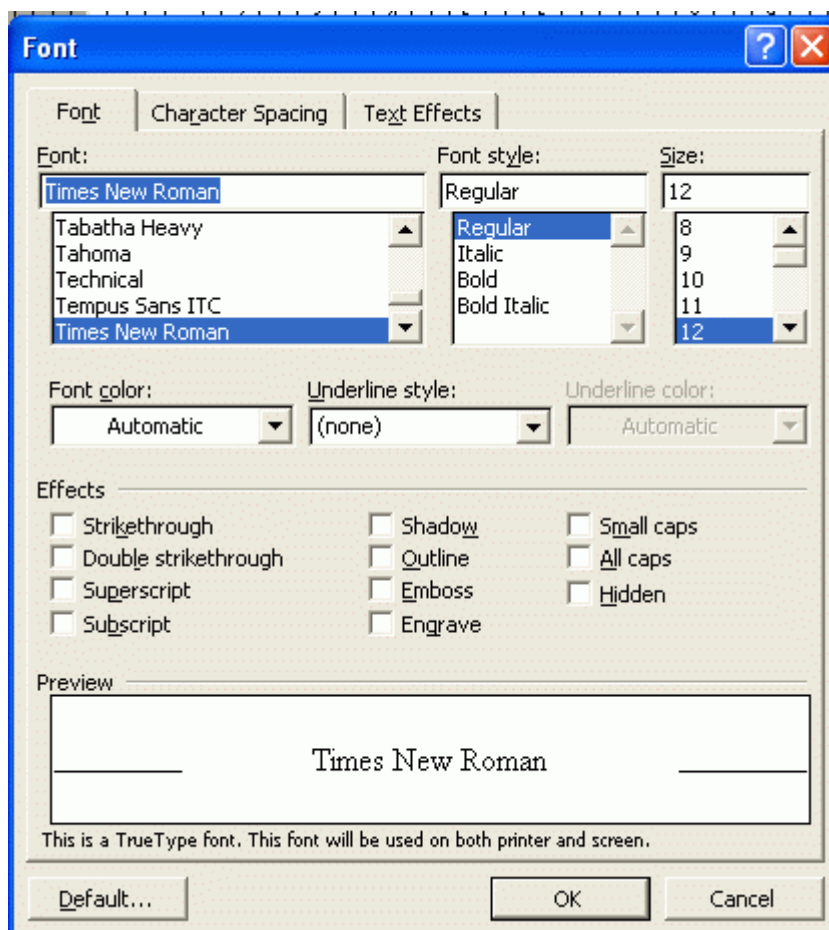
USING WORD 2000 TO SET FONT

Institutional guidelines usually specify page setup, i.e., margins, paper size, page numbering and font.

1. Press Control+d or go to the Format menu and choose Font..., as shown below left.



The Font dialog box pops up as shown above right.



2. Select the Font from the list box at the top left of the Font dialog box, usually Times New Roman or Arial.
3. Select the Font Style from the list box at the top centre of the Font dialog box, usually Regular.
4. Select the Font Size from the list box at the top right of the Font dialog box, usually 12 pt.
5. Click on the OK button or press the Enter key to exit.

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