

## Excel Default Font Fun

Applies to Excel 2003

Do you constantly find yourself changing the font size or type in Excel worksheets?

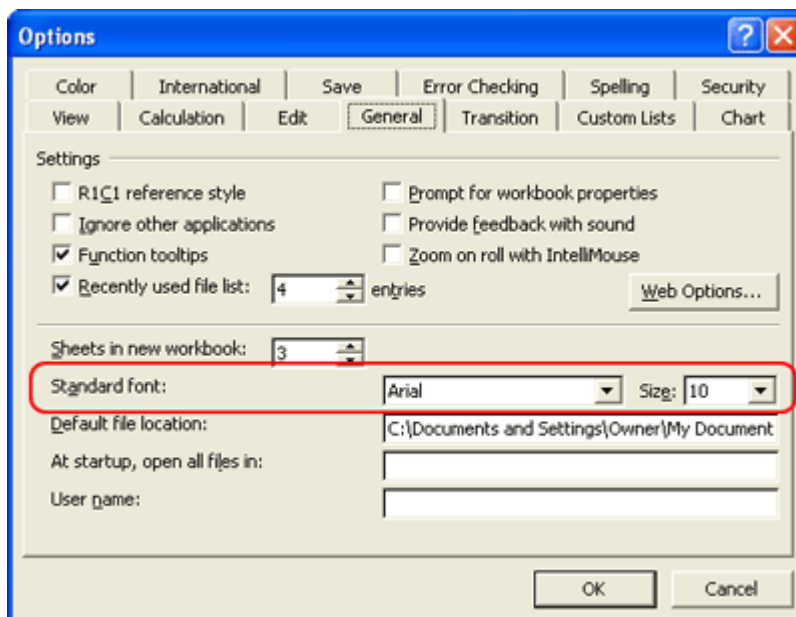
Is it getting annoying to repeat yourself time after time after time?

You can find font choices under the Format menu, Cells choice, but unfortunately, that doesn't contain a default button, so it only changes the currently selected cells.

Well, you'll be happy to know that it's possible. It all depends on where you look.

What you really need is the **Tools** menu, **Options** choice.

Next, you're looking for the **General** tab.



See it in the middle?

Yes, that's it, right where it says "**Standard font.**"

Use the pull down lists to select the font name and size and then click **OK**.

Excel will need to be restarted in order for the change to take effect