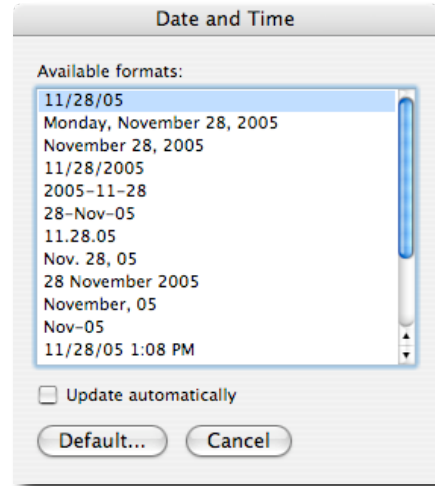


Setting Default Preferences Microsoft Word

Setting the Default Date & Time Format

MS Word can display the date and time in several different formats. You can set the default display as follows:

1. Select 'Date & Time' from the 'Insert' menu.
2. The Date & Time dialog window appears.
3. Select the date format and click 'Default'.
4. Select the time format and click 'Default'.
5. Click 'OK'.



Setting the default font:

1. Select 'Font...' from the 'Format' menu.
2. Select the type of font, style, size, effects, etc, you want to have for the default font.
3. Click 'Default' to set the selection as the default.
4. Click 'OK'.

