Designate default font for Microsoft Office 2011

To default your font settings to Adobe Caslon Pro, please follow these steps. There is no universal change for all of Office 2011 so you will need to launch each Office 2011 application.

Launch Microsoft Word

On the Format Menu, click Font.

![Font Menu](image)

Select Adobe Caslon Pro from the font selection and adjust the appropriate font settings.

Now click on Default on the lower left hand corner. Once selected, Microsoft will ask if you want this default setting to affect all new documents based on the normal template. Select Yes.
The above steps will permanently change the formatting for all future, new documents. The default font selected applies to new documents based on the active template. Already existing templates may require different default font settings.
Launch Microsoft Excel

On the Excel menu, click Preferences > General
The *Standard Font* selection will default your font settings for all future, new spreadsheets. Select Adobe Caslon Pro from the Font selection in the *Standard Font* field. Microsoft will then ask that you restart Excel for the changes to take effect. Click *OK*. 

![For your changes to the standard font to take effect, you must quit and then restart Microsoft Excel.](image)
Launch Microsoft Powerpoint

From the View menu, select Master > Slide Master

On the left hand side, you will find thumbnails of each slide master. On the master, select the Fonts from the Formatting toolbar.
To apply other font formatting such as font size and color, select the menu *Format* and click *Font*.

Once you select your default font settings, click *Close Master View* on the *Slide Master View* toolbar.

Next you will need to save the presentation.

*Save As* > Format: *Office Theme* with a name for your theme. Upon launching PowerPoint, you can select from your themes with the default settings attached. Themes are found under *My Themes*. 
Designate default font for Microsoft Office 2007

Launch Microsoft Word 2007

On the Home tab, select the Font Dialog Box Launcher (icon below the font color). Once selected, please select the Font tab.

Select Adobe Caslon Pro from the font selection and adjust the appropriate font settings.

Click Default, and then click Yes.
Launch Microsoft Excel 2007

For Microsoft Excel 2007, Click on the Office Button on the top left hand corner. Find the Excel Options button on the lower right. For Microsoft Excel 2010, select Options under the File menu.

On the General tab, below When creating new workbooks, you will see Use this font. Select Adobe Caslon Pro from this drop down menu to default your font settings for all future, new worksheets.
Once you select OK, you will be prompted to restart Excel for the changes to take effect. Select OK.
Launch Microsoft Powerpoint 2007

Select the View tab, and select Slide Master

Once in the Slide Master view, find Fonts in the Edit Theme section.

Select Adobe Caslon Pro from the font selection.
On the right hand side, click on the Close Master View button.

Excel 2007: Click on the Office button on the top right hand corner, and hover Save As: in the left pane to select “Other Formats” in the right pane.
Save the PowerPoint template with File Name: “blank”.

For the Save As type, click the drop-down menu to select *PowerPoint template* (.potx).

All future, new spreadsheets will open with the default font selected.
Designate default font for Microsoft Office 2010

Launch Microsoft Word 2010

On the Home tab, select the Font Dialog Box Launcher (icon below the font color). Once selected, please select the Font tab.

Select Adobe Caslon Pro from the font selection and adjust the appropriate font settings.

Click Set as Default, and then check All documents based on the Normal template. Click OK
Launch Microsoft Excel 2010

Click on the File on the top left hand corner. Select Options

On the General tab, below When creating new workbooks, you will see Use this font. Select Adobe Caslon Pro from this drop down menu to default your font settings for all future, new worksheets.
Once you select OK, you will be prompted to restart Excel for the changes to take effect. Select OK.
Launch Microsoft Powerpoint 2010

Select the View tab, and select Slide Master

Once in the Slide Master view, find Fonts in the Edit Theme section.

Select Adobe Caslon Pro from the font selection.
On the right hand side, click on the *Close Master View* button.

On the *File* menu, click *Save As*:
Save the *PowerPoint template* with File Name: “blank”.

For the Save As type, click the drop-down menu to select *PowerPoint template* (.potx).

All future, new spreadsheets will open with the default font selected.