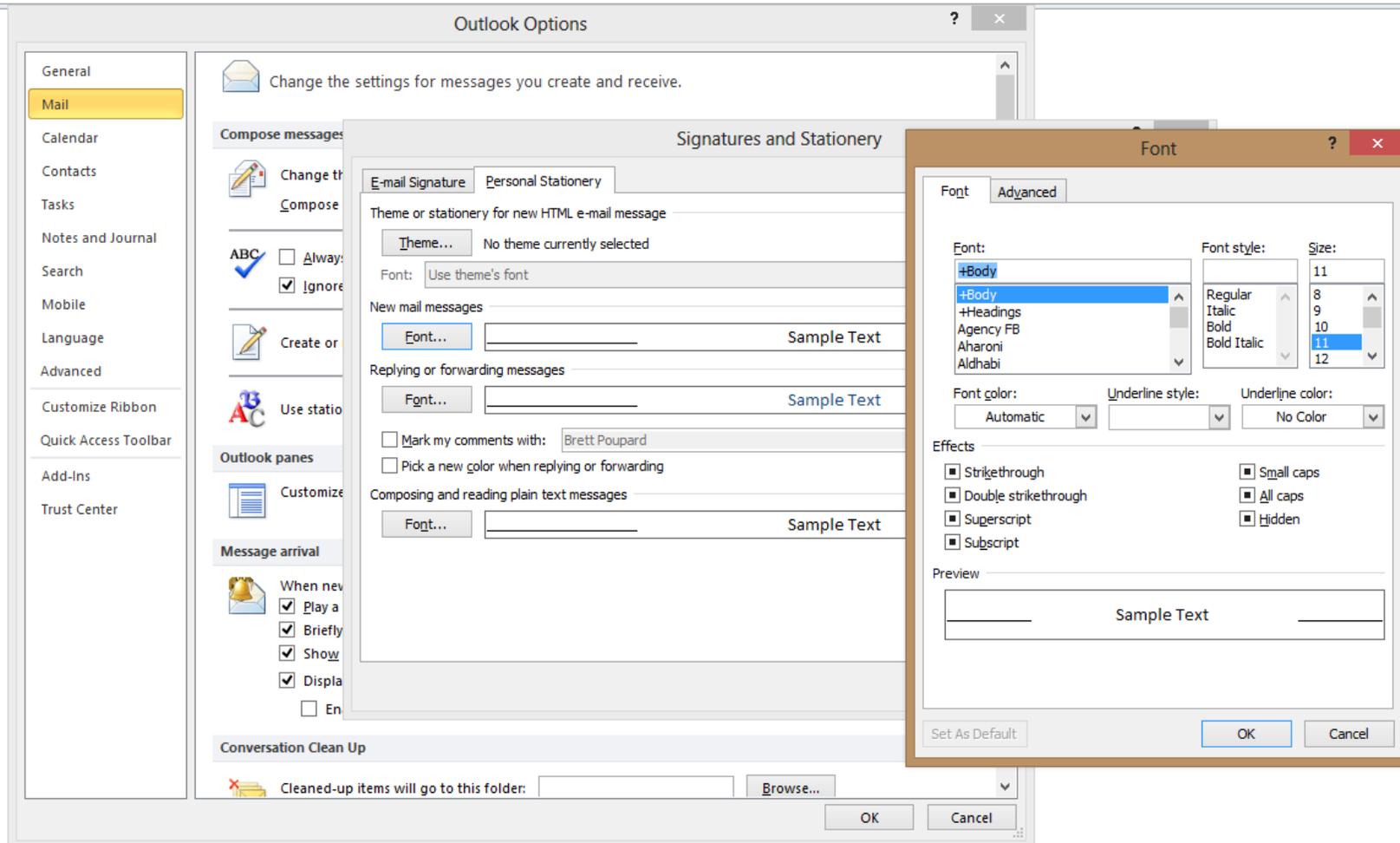


Regarding outlook, this is the standard font. If you want to change it, please click on file, then options, mail, signatures and stationery, then font and change it there.

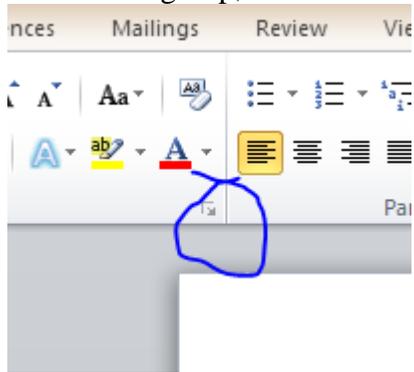


Also...

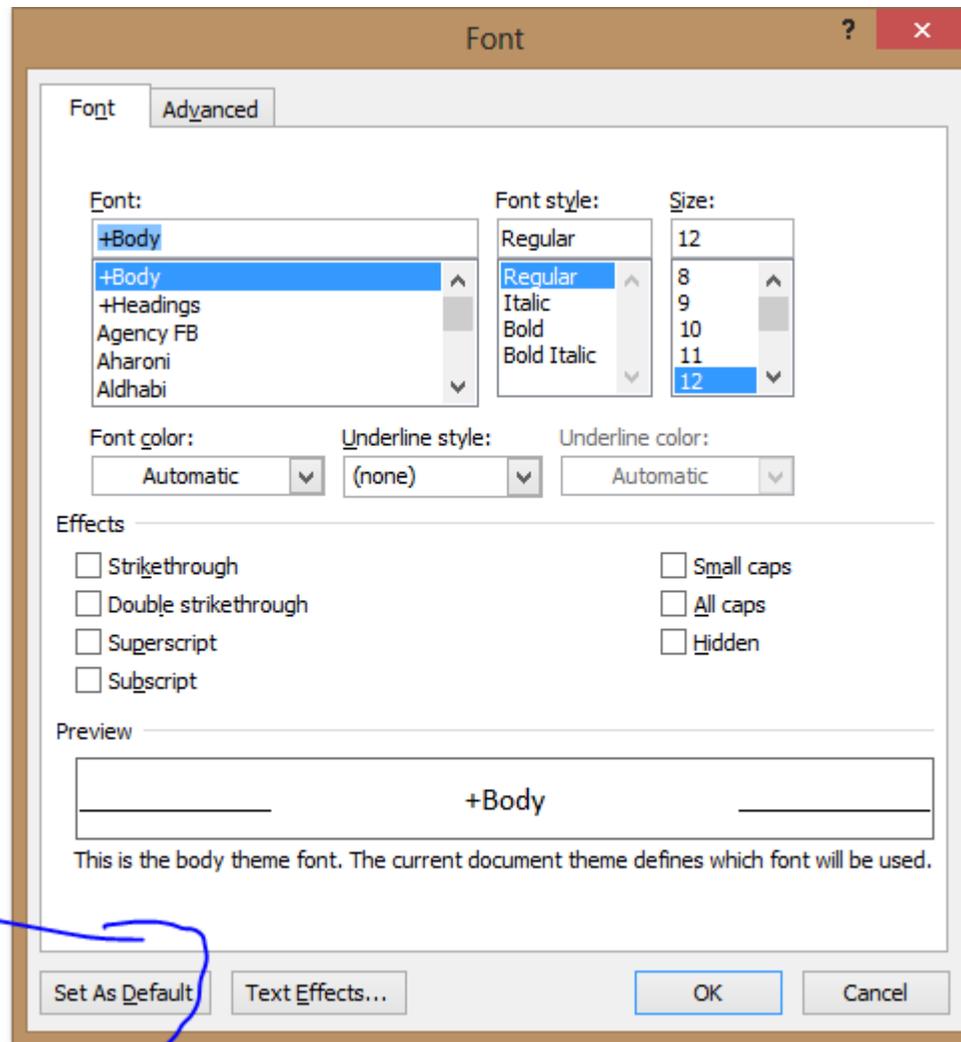
How to change the style of the default font in Word 2010

To change the style of the default font in Word 2010, follow these steps:

1. If you do not have a document open, create a new document that is based on the Normal template. To do this, click **File**, click **New**, click **Blank Document**, and then click **Create**.
2. In the **Font** group, click the **Font** flyout.



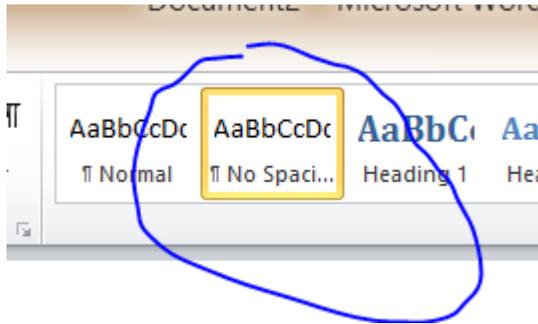
- 3.
4. Select the options that you want to apply to the default font, such as font style and font size. If you selected specific text, the properties of the selected text are set in the dialog box.



5. Click **Set As Default**.

6. Select the **All documents based on the Normal.dotm template?** option, and then click **OK**.

As far as the double spacing goes, a worldwide study was done and it was found to be more “readable” and so Microsoft made it the standard. I and many other people use it. If you want to change it, simply click on the no spacing format button



Here is an article to apparently make this default, although I haven't had time to try it yet...

<http://legalofficeguru.com/fixing-word-2007-2010-line-spacing/>

Change the default font in Excel

By default, Microsoft Office Excel uses the **Body Font** font in font size **11** (which is displayed as the **Calibri** font in font size **11** when you type data in a worksheet, header or footer, or text box). However, you can change the default font and font size for all new workbooks that you create.

1. Click the **File** tab.
2. Under **Excel**, click **Options**.
3. In the **General** category, under **When creating new workbooks**, do the following:
 - In the **Use this font** box, click the font that you want to use.
 - In the **Font Size** box, enter the font size that you want to use.
4. Click any other tab to return to your file.

Note To begin using the new default font and font size, you must restart Excel. The new default font and font size are used only in new workbooks that you create after you restart Excel; existing workbooks are not affected. To use the new default font, you can move worksheets from an existing workbook to a new workbook.