

Software Application Training

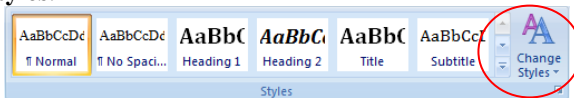
GRAB IT

Quick Reference Solutions

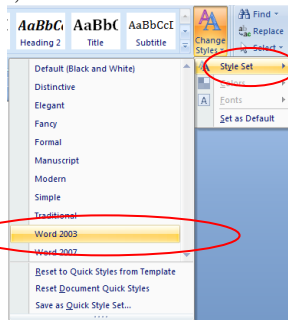


To set Word 2007 to look like Word 2003 by default

- 1 Open Word 2007.
- 2 On the **Home** tab, in the **Styles** group, click **Change Styles**.

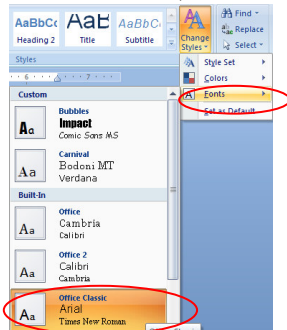


- 3 Select **Style Set**, and click **Word 2003**.

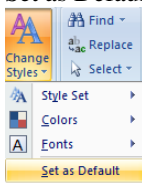


- 4 On the **Home** tab, in the **Styles** group, click **Change Styles**. (See #2)

- 5 Select **Fonts** and under **Built-in**, click **Office Classic**.



- 6 If you want to create all documents with the Word 2003 style set and fonts; in the **Styles** group, click **Change Styles**, and then click **Set as Default**.



For assistance, call x3397.