

# **How to Install a Font on a PC and Set It as Default in Microsoft Office**

## **Part 1: How to Install a Font on a PC**

1. Download the font file (it usually ends in .ttf or .otf) from Google Drive.
2. Find the downloaded file on your computer – usually in a folder called “Downloads.”
3. Right-click the file and click Install.
4. That’s it. The font is now installed and ready to use.

## **Part 2: Set the Font as the Default in Microsoft Office (Word Example)**

1. Open Microsoft Word.
2. Click the small arrow in the bottom-right corner of the Font section on the Home tab.
3. Choose Lato from the font list.
4. Click Set As Default.
5. Select All documents based on the Normal template.
6. Click OK.

Note: The steps are the same in Excel and PowerPoint. Open the Font settings, choose Lato, and select Set As Default.