SETTING DEFAULT FONT AND PARAGRAPH SETTINGS IN OFFICE 2007

Go to the Home tab, Right click on Normal and select Modify

From here select the options you want.
I have chosen font Times New Roman, Size 11.

At the bottom select New Documents based on this template.

Now click on Format and choose Paragraph

Notice I chose Spacing Before 0 pt, after 0 pt and line spacing Single. This eliminates the automatic double spacing that occurs normally.

Click ok, click ok again, and your defaults are now set.