Microsoft Word 2011
Setting Document Defaults

Set the default font
Click Format | Font
Set as Default | All documents based on the Normal Template
Note: Choosing “All documents based on the Normal Template” will use the chosen font on all subsequent documents.

Set the default line spacing
Click Home | Paragraph | Set Line Spacing
Set as Default | All documents based on the Normal Template
Note: Choosing “All documents based on the Normal Template” will use the chosen line spacing on all subsequent documents.