

# 8 default settings for optimizing Microsoft Office 2016

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Microsoft Office is the most commonly used office suite in the world. Microsoft Office has a lot of options, but how to get the settings to optimize this suite is not everyone knows. The default settings are sometimes not the best option for users. In this article, TipsMake.com will offer the main default Microsoft Office 2016 settings that you should choose to be able **to optimize Office**, save time and work more efficiently.

Some settings are only available on each application, some are available on all Office applications, such as customizing the Ribbon's features. Below, we learn the universal default settings, and then customize Excel, PowerPoint and Word separately.

**You can refer to some tips about Office 2016 below:**

Instructions for activating the dark color theme on Office 2016

How to self Set up shortcuts on Microsoft Word 2016

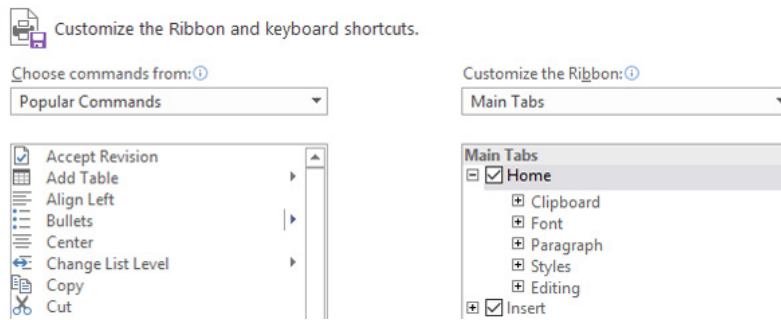
Download and install or reinstall Office 365, Office 2016, Office 2013 on your computer

## 1. Change the default default Office setting

These are the settings available on all or most of the Office applications. This setting can be done on an application like Word, Excel or PowerPoint and it will be applied automatically to the remaining applications.

### **Customize Ribbon:**

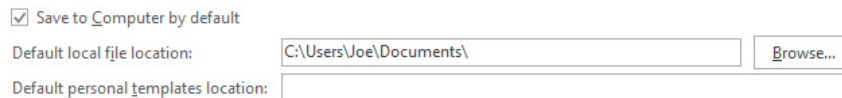
Ribbon is a bar that appears above and contains shortcuts, commands for the most common tasks in Microsoft Office applications. To customize it just open Word, Excel or PowerPoint, go to **File> Options> Customize Ribbon** . On the left, you will see all available commands, while the right shows the current configuration.



Click on the item to the left and click **Add>>** to move it to the right. You can click on the + signs to expand the list and get more customization for the Ribbon.

## Location to save the default file:

If you regularly save the file in the same location, you should adjust the default file path. To do this, go to **File>Option>Save** and search the folder to save the document.



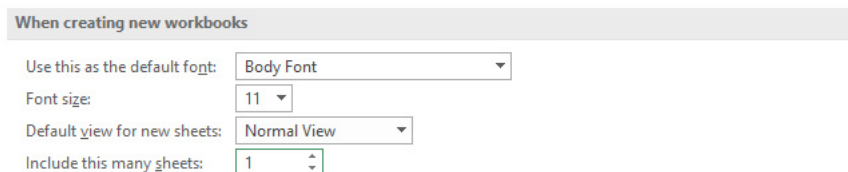
First, check **Save to Computer by default**. Next, in **Default local file location** click **Browse** and find the path you want. Then click **OK** twice to finish.

## 2. Change Excel default settings

### Number of sheets:

Previous versions of Excel usually only default to 3 blank worksheets when creating an Excel file. This is designed to tell users that Excel has many spreadsheet features. The number 3 is both beautiful to not create a burden for users when they have to delete unrelated spreadsheets without them.

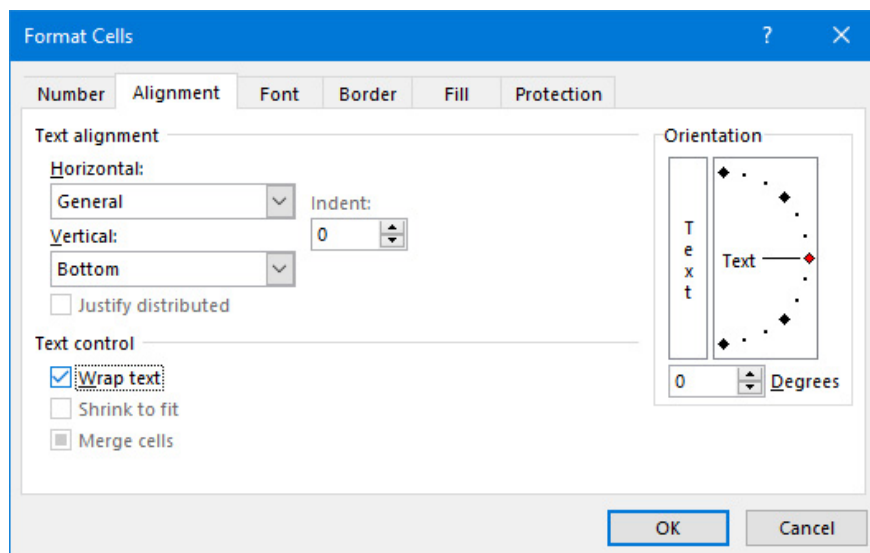
After years of development, users have become familiar with the multi-spreadsheet feature in Excel. Therefore, the new versions of Microsoft Office only open a new spreadsheet. To change this is also quite easy. In Excel, go to **File>Options**. On the **General** tab, under **When creating new workbooks**, just enter the desired value in **Include this many sheets**, then click **OK**. However, keep in mind that this value cannot exceed 255.



### Wrap text:

If a character string exceeds the width of the column it will be expanded to the contiguous zone. This can be overcome by using the Wrap text feature to fit in a cell.

To enable this feature, first open a new worksheet, go to the **Home** tab on the Ribbon and in the **Styles** group, right-click on **Normal**> **Modify**> **Format** , switch to **Alignment** tab, **tick the Wrap text**, then Click **OK** twice.



The above operations only change the settings on the current worksheet, but we need it to be applied automatically to all spreadsheets and this is done through the use of templates.

First, you need to know Excel's boot folder, if you don't know, open Excel file, press **Alt + F11** to open the VBA editor, press **Ctrl + G** , enter **? application.StartupPath** , press **Enter** . The directory path will appear below this command line.

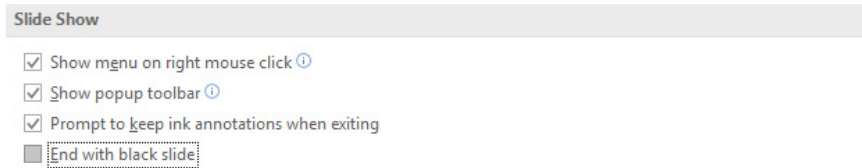
Go to **File> Save As** , name the Excel file, in the drop-down menu of **Save as type** select **Excel Template** . Now, browse to the folder path from the previous steps and save the template (Excel file has just enabled Wrap text) here. All new spreadsheets you open will now use this template.

### 3. Customize some of PowerPoint's default settings

#### End with Black Slide:

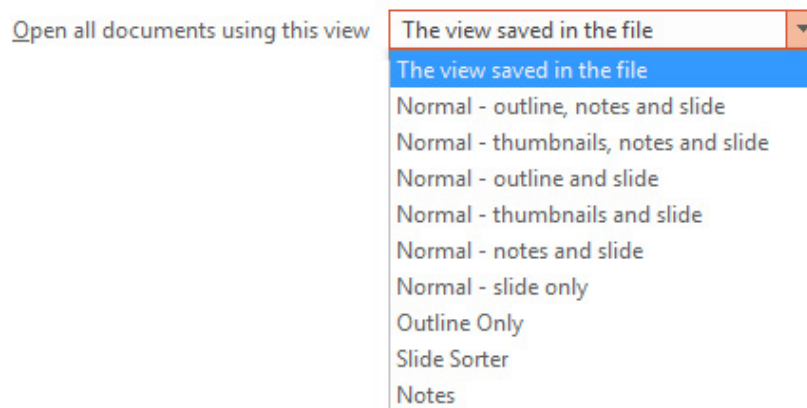
When going to the last page of PowerPoint in presentation mode, the last thing you see is not the created end slide but a black screen with the words *End of slide show, click to exit* . This message tells the user that the presentation has ended, but if you have already created a slide for that, this black screen becomes redundant.

The last black slide is turned on by default, but you can turn it off (for all presentations) by going to **File> Options** , clicking **Advanced** on the left. Scroll down to the **Slide Show** section and uncheck **End with black side** . Click **OK** to save your changes.



## How to view the file:

When you open a PowerPoint file, it shows the default mode, including everything saved in the file such as notes, table of contents, main content of slides, thumbnails, . But you don't want to show it. all of them during the slideshow, so you can select some of them, by going to **File> Options** , clicking **Advanced** from the left. Scroll down to the **Display** section, in the **Open all documents** drop-down menu **using this view** select an appropriate view, click **OK** to save the selection.

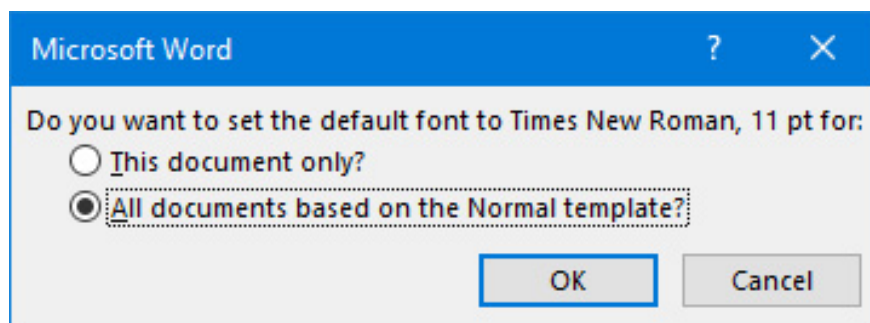


## 4. Change some Word default settings

### Change fonts:

The previously used standard Microsoft Word font is Times New Roman, now Calibri. If you are not a fan of this font, you can choose other default fonts for all Word files, without changing them often when creating new files, saving you time.

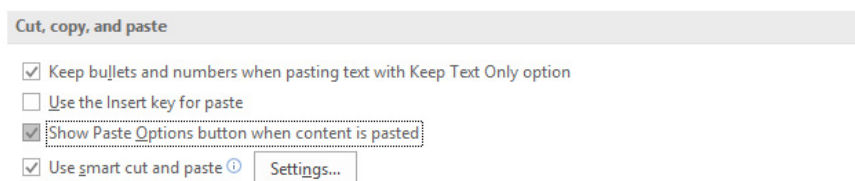
Go to the **Home** tab on the Ribbon, click the down arrow in the **Font** group. This will open a new window for you to choose the desired default font, along with its various elements like font style and size. When ready, click **Set As Default** and select **All Documents based on the Normal template?** , click **OK** .



## Disable the Paste option:

When pasting content into Word, it automatically opens the Paste Options box for you to choose the format. This dialog can be quickly hidden by pressing the Esc key, but if you feel this feature is unnecessary, turn it off.

Go to **File > Options**, select **Advanced** on the left, scroll down to **Cut, copy, and paste**, uncheck in **Show Paste button Options when content is pasted**. Click **OK**.



The above are just a few of the default settings that increase your speed and efficiency when working on the Microsoft Office 2016 office suite.

There are many customizations to improve the quality of documents created by this suite, so don't just use the default settings. Although changing fonts, line breaks may seem like simple options, but imagine you work on thousands of files, and these operations are repeated thousands of times that will take time. how.

If you have additional questions or tips when experiencing the Microsoft Office 2016 office suite, please comment below the article for TipsMake.com to add and share them with everyone!

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