

Default settings in Excel should be changed

Like other software or applications, Excel also has a lot of default settings that are not suitable for you during use.

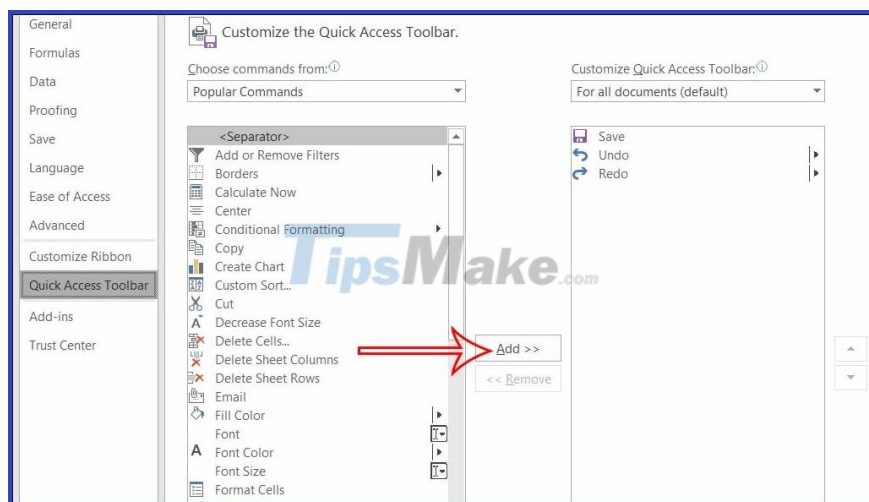
Therefore, changing the defaults in Excel is essential so that you can perform faster in the data entry process. Here are the default settings in Excel you need to change.

1. Adjust the Quick Access Toolbar Excel

The Quick Access Toolbar is a small toolbar with options for you to manipulate in Excel. If we do not remember the Excel shortcut, use the Quick Access Toolbar for commands on Excel.

You can add the commands you want to use to this toolbar for use by .

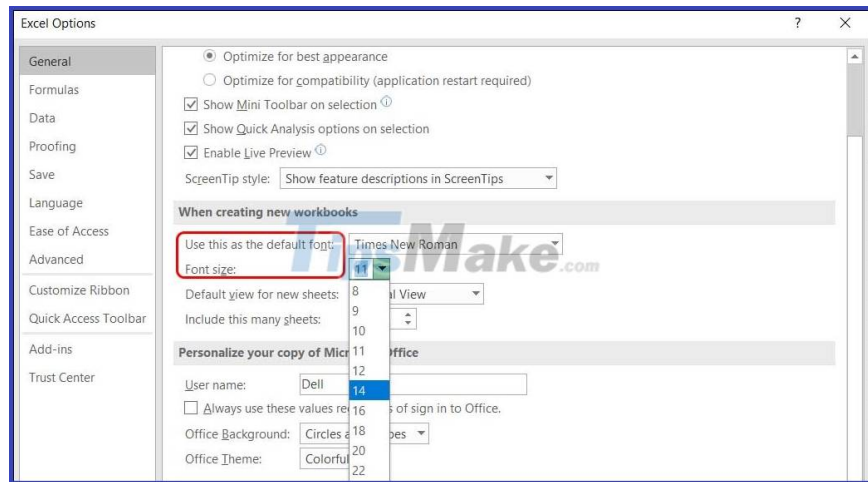
Access **the Excel Options section** and then click on the commands you want to use and then **click Add to add** .



2. Adjust the default Excel font

The first time you install the Office suite, the font and font style will be left as default. And we can change back to that default Excel font type if we want.

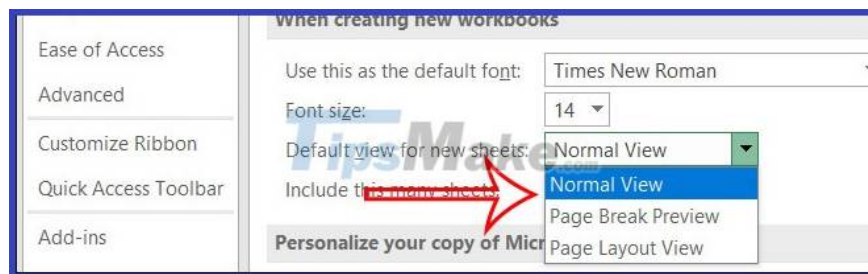
We access Options and then look to the side to adjust the font and font style for Excel.



3. Change the default Excel view

In Excel, the default view format is Normal View. But in some special cases, you want to change the default view from Normal to Page Break Preview or Page Layout View.

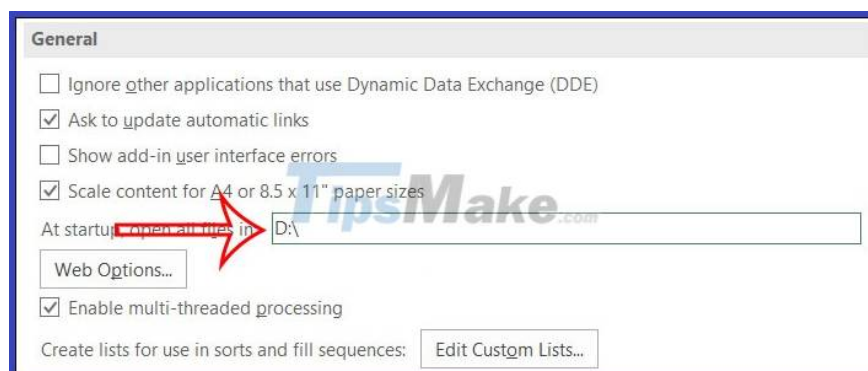
In the Excel Options interface, click **General** in the left column. In the right pane, you will see **the Default view for new sheets option**, which defaults to Normal View. We will choose Page Break Preview or Page Layout View depending on our needs.



4. Fixed Workbook settings when opening Excel

In case you always have to use a fixed Workbook when opening Excel, it can be set up with a simple operation.

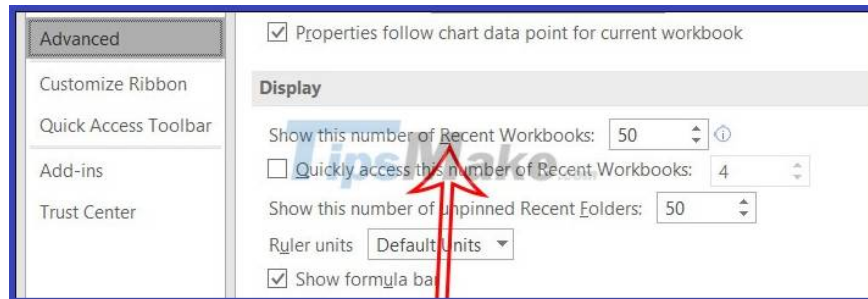
We will copy the path of the Excel file and paste it into the interface as shown.



5. Adjust the number of recently displayed Excel files

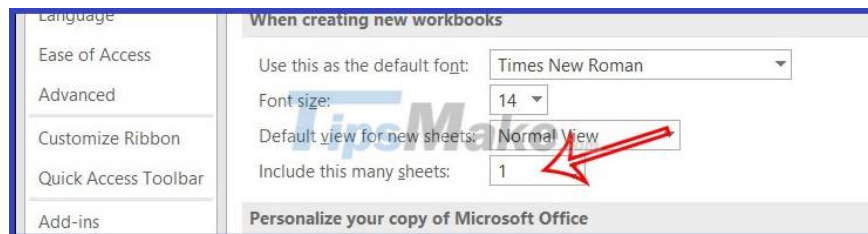
When you open Excel, you can select the previously opened Excel file. We can adjust this number to our liking to easily find previously opened Excel files.

In the **Advanced section**, go to the **Display group** to adjust, then below we will adjust the number of old Excel files that can be displayed at **Show This Number of Recent Workbooks**.



6. Adjust the number of sheets in Excel

In the When Creating New Workbooks setting group, you look below at **Include This Many Sheets**, we will enter the number of sheets you want to open when you create a new workbook.



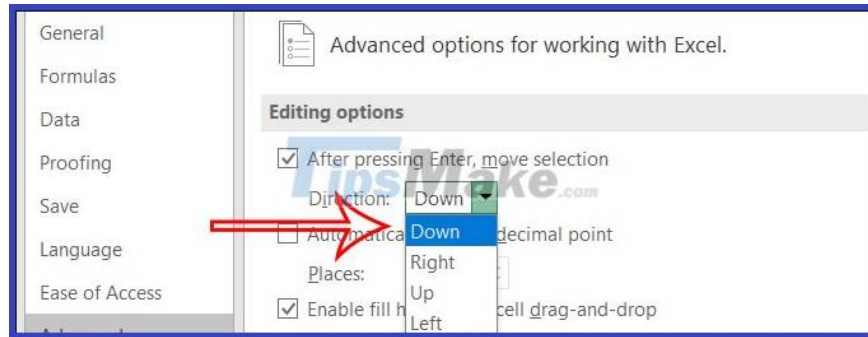
7. Convert Units in Excel

The unit in Excel defaults to Inches, so it will affect your margins in Excel because the unit used is cm. At **Ruler Units** we will change the **Excel unit back to cm** to use.

8. Change the direction of the Enter key

Enter key when used, will enter the line. But we can change the direction of the Enter key like right or left.

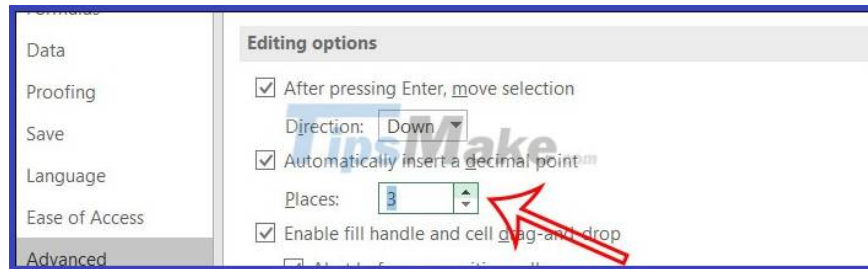
Click Advanced and then look to the right, find the **Editing Options group**, and then click to **adjust the direction of the Enter key** at After Pressing Enter, move selection.



9. Adjust the decimal point on Excel

You can adjust the decimal point separator in Excel, or you can adjust the display position of the decimal point to your liking.

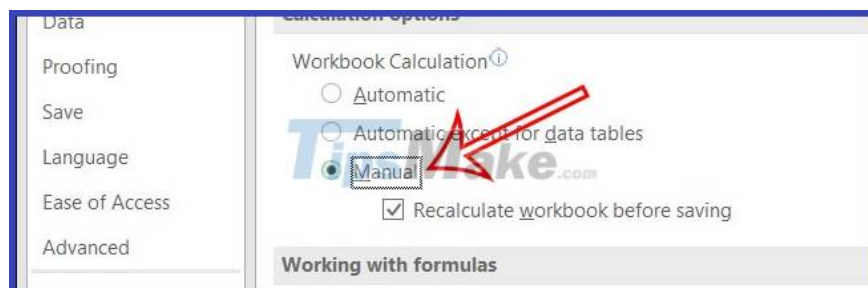
In the **Advanced** section on the left side of the interface, look to the right to find the **Editing Options** setting group. Find the **Automatically Insert a Decimal Point** option and adjust at **Places**.



10. Adjust Excel's automatic calculation mode

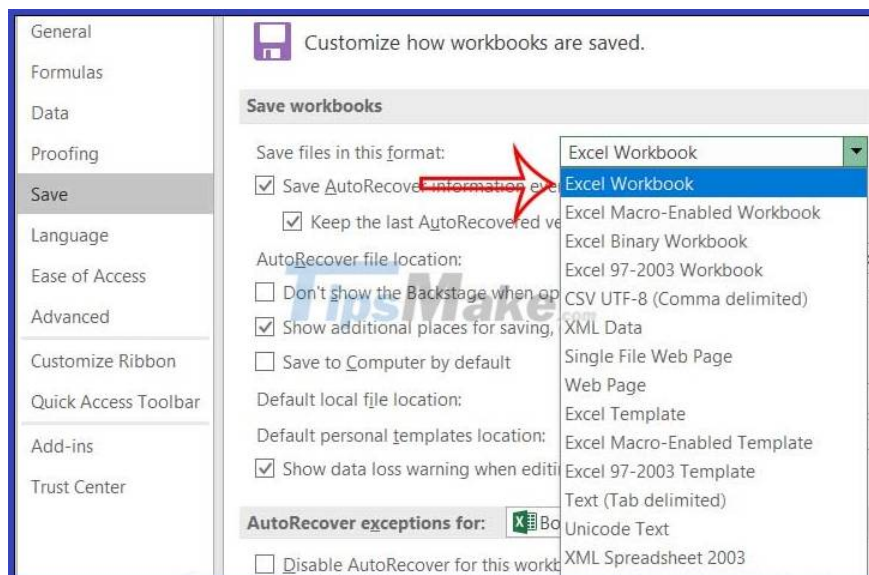
By default, all calculations in Excel are calculated automatically. If you want to change this mode again, you can also do it in Options.

We click on the **Formulas** item, then look to the right in the **Calculation Options** group, you will adjust the calculation mode in Excel.



11. Set default Excel file format when saving

If you want to fix an Excel file format before saving but do not want to change it, click **Save** and then look at **the Save Workbooks group** . You will adjust **the format at Save Files in This Format** .



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