

# How to change the Office 2016 interface to make it look better.

This article compiles 5 unique tips for changing the Office 2016 interface, helping you create a customized Office 2016 interface that reflects your personal style and makes it more professional, serving your needs for using and working with Office 2016.

Office 2016 is the latest version of Office after Office 2013, with many improvements in both features and interface. After installing Office 2016, the first impression for many users is that Microsoft has changed the interface of Office 2016 to look more modern and professional than **Office 2013** , 2010, and 2007.

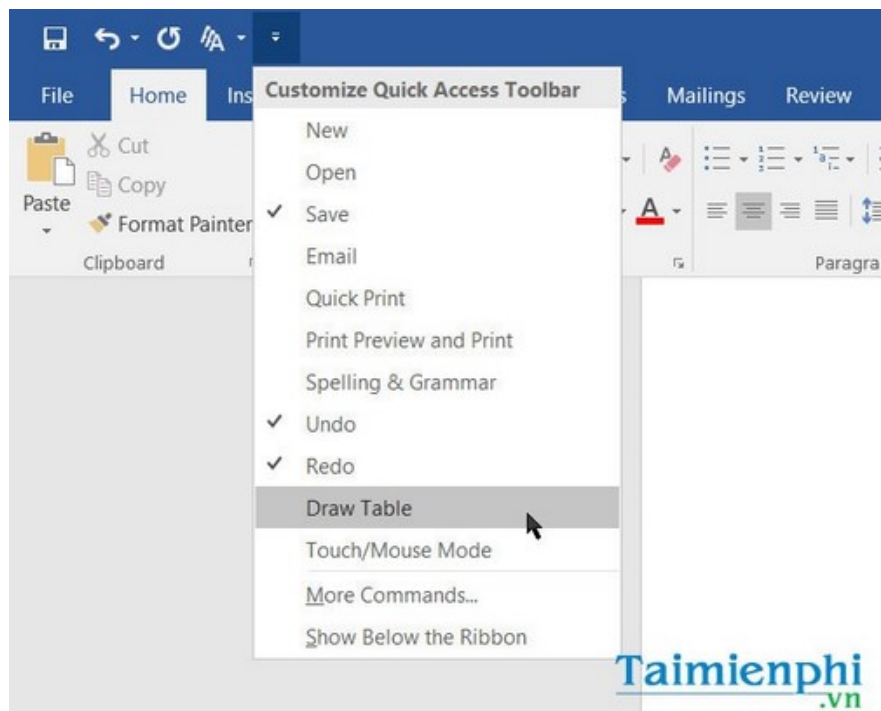


In addition, many new features of Office 2016 allow users to customize more deeply, such as changing to a dark theme and interesting Office 2016 wallpapers. But that's just one of the many tips for changing the Office 2016 interface that TipsMake introduces in this article.

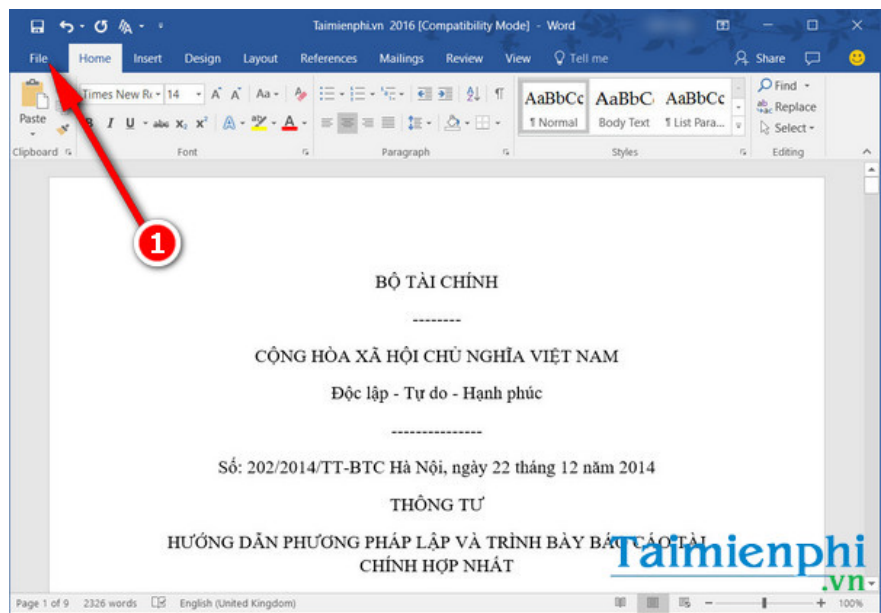
## 5 tips to change the look of Office 2016

### 1. Customize the Quick Access Toolbar

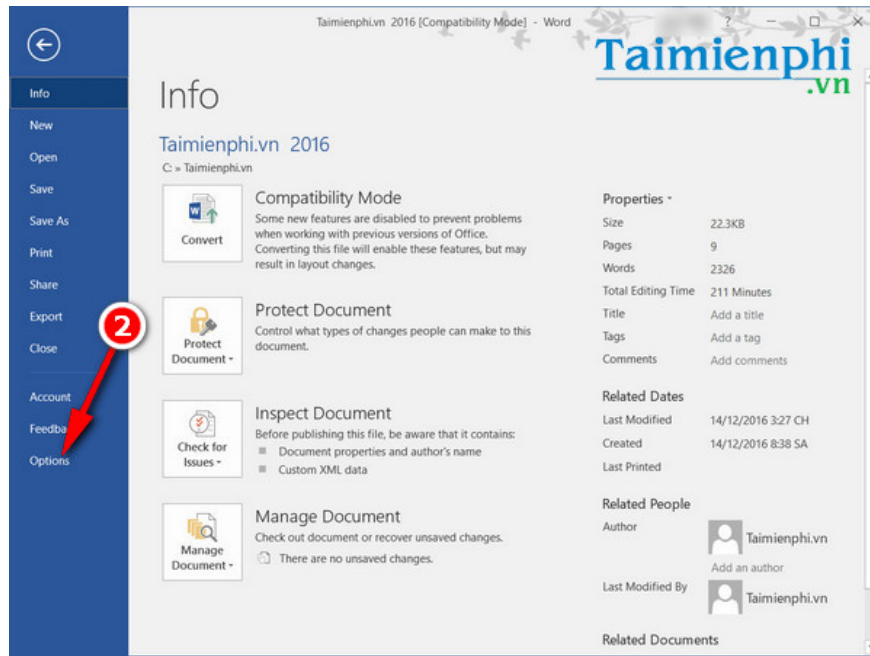
The Quick Access Toolbar is a toolbar located in the upper left corner of Office 2016 with three main tools: **Undo** , **Redo** , and **Save** . However, this tool is fully customizable to add many other functions such as Email, Quick Print, Draw Table, etc., to change the interface of Office 2016.



Step 1: Click **File** > **Options** > **Quick Access Toolbar** .



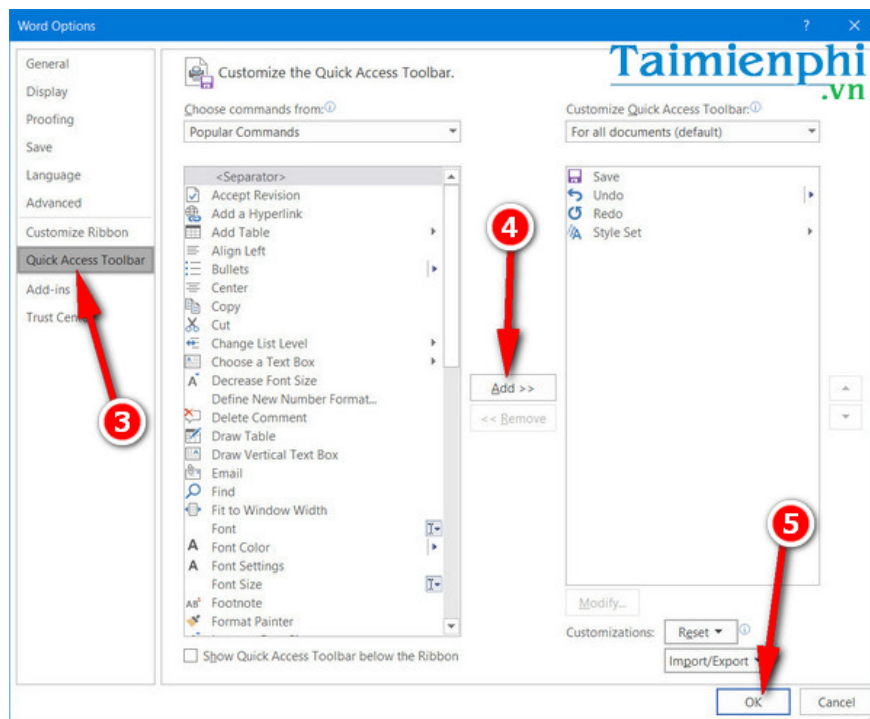
Click **File** , then select **Options**.



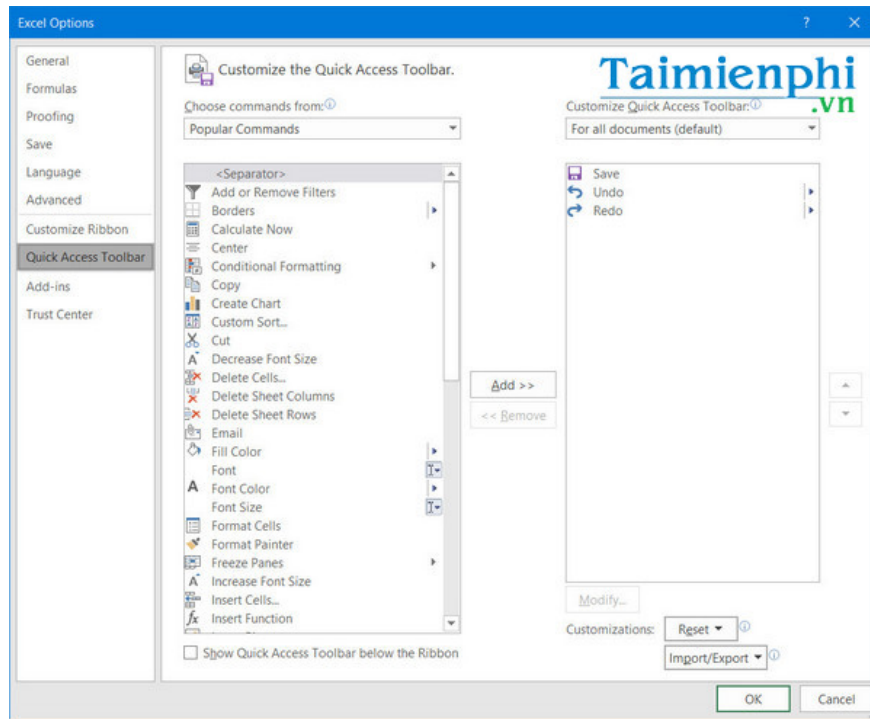
*Step 2 :* Here, if you want to add other functions to the Quick Access Toolbar, select the command types in the **Popular Commands** box . Different command types will provide users with different quick access options from this toolbar.

*Step 3:* To assign commands to the Quick Access Toolbar, click on any command, then click **Add** to add it to Office 2016.

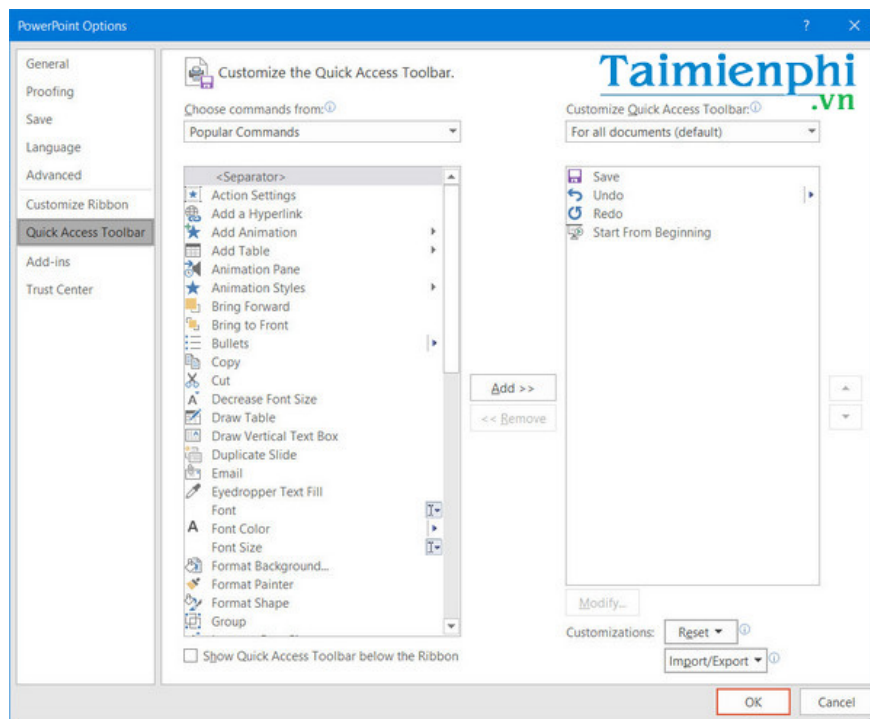
### Customize the Quick Access Toolbar in Word 2016



### Adding commands to the Quick Access Toolbar in Excel 2016



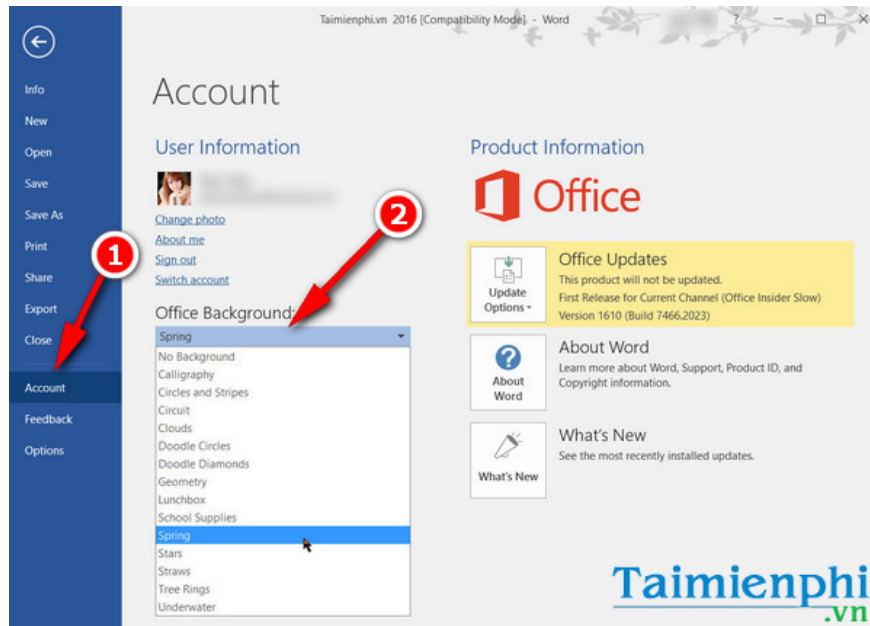
## Assigning commands in the Quick Access Toolbar in PowerPoint 2016



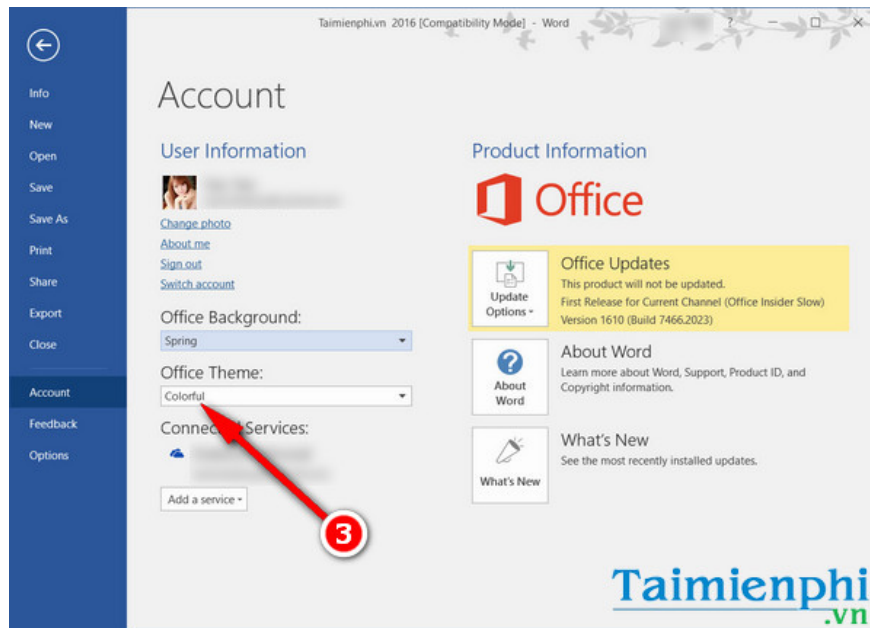
## 2. Customize the Office 2016 interface background.

Office 2016 offers a professional and visually appealing interface customization feature; users can choose from a variety of backgrounds and themes to make the Office 2016 interface more attractive.

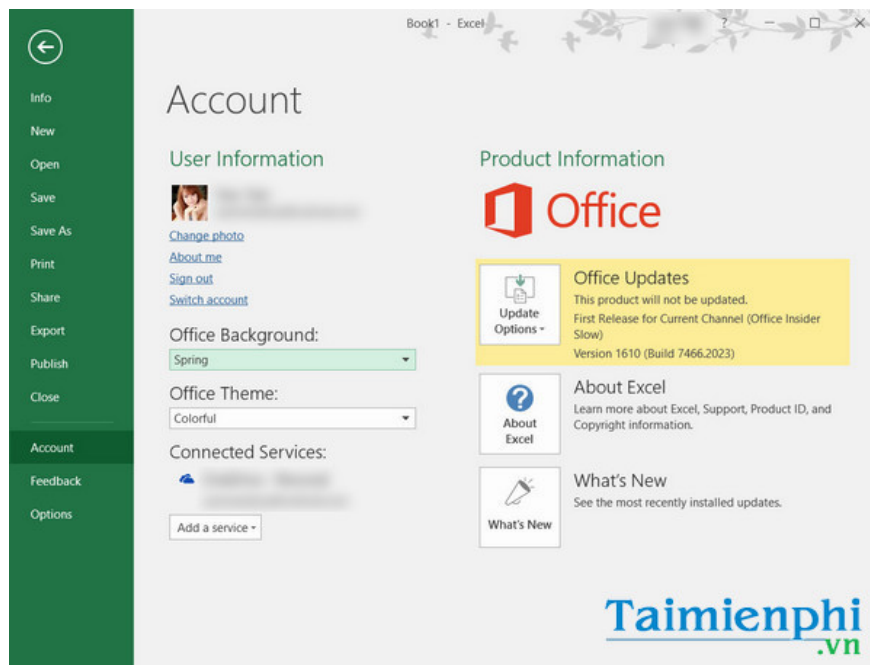
*Step 1* : Click **File** > **Account**



*Step 2:* In the Office Background section, located just below your Office user account information, you can choose from many available backgrounds. You can even revert to the original state by selecting **No Background**



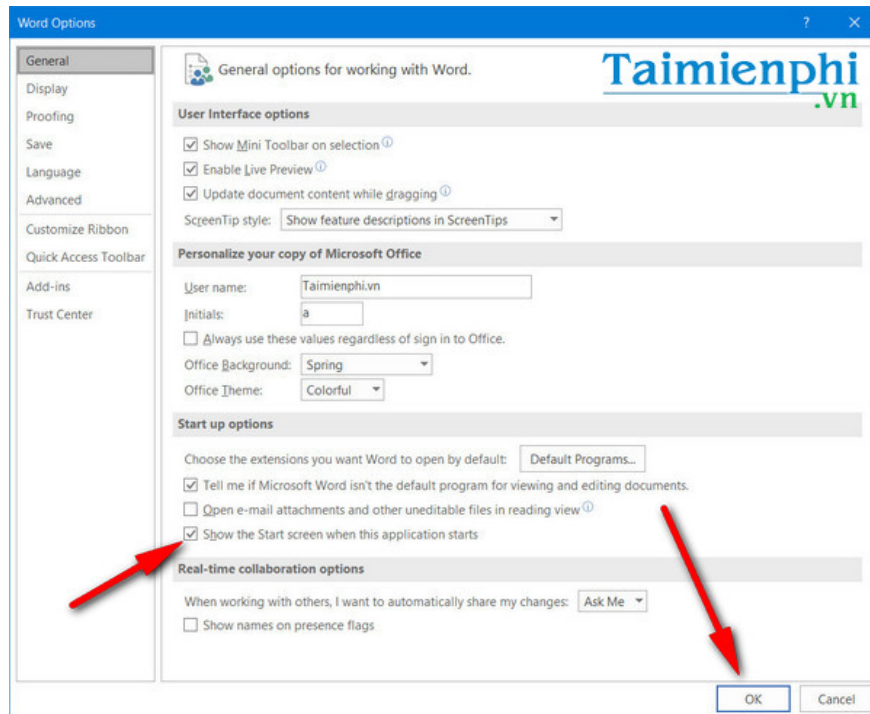
*Step 3 :* The Office theme section will allow you to change the color scheme of the entire Office 2016 suite. There are currently four color options to choose from: black, gray, white, and multi-color.



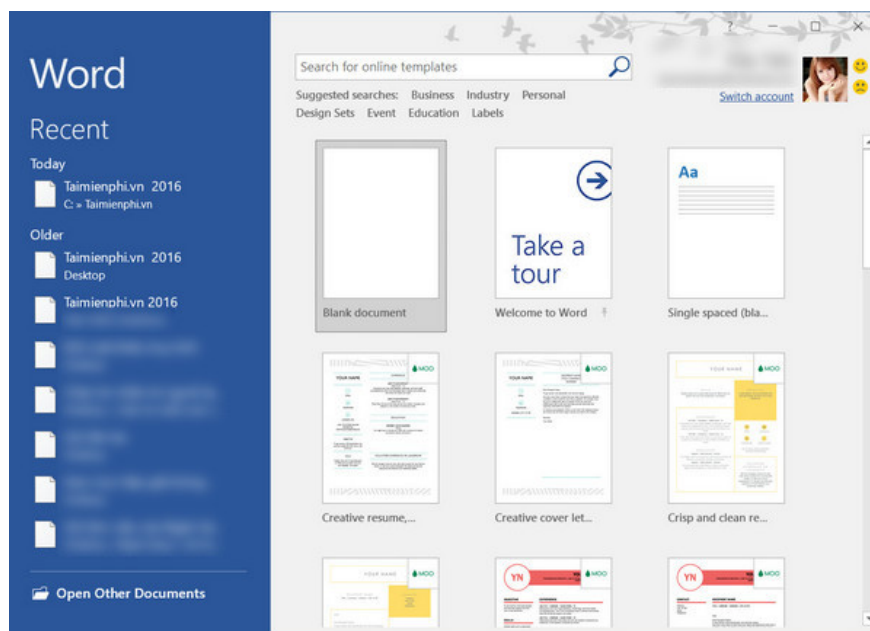
### 3. Customize how the Start Screen appears when opening Office 2016.

The Start Screen is the screen that appears when you open any application in Office 2016. This screen provides basic information to help users create or edit a document, spreadsheet, or presentation.

*Step 1* : Click **File** > **Options**



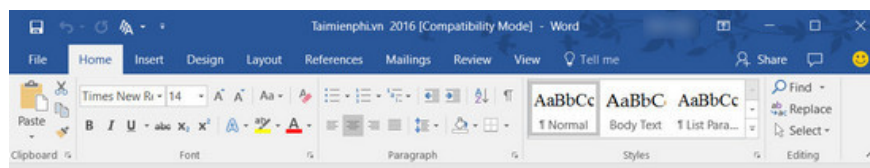
*Step 2* : In Office 2016 **Options** , click on **General** > check the box " Show **the** Start screen when this application starts". Click **OK** to save the settings.



Of course, after customizing the Start Screen in Office 2016, you can do the reverse to turn it off if you don't want it to bother you every time you open Word or Excel 2016. However, turning off the Start Screen in Office 2016 can be quite a challenge for first-time users.

#### 4. Customize the Ribbon in Office 2016

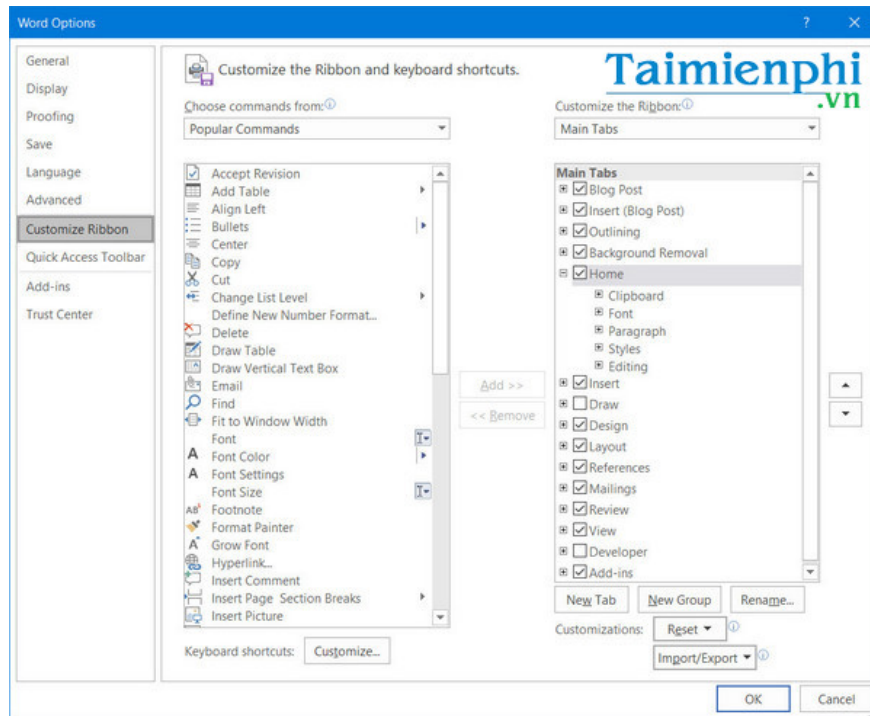
The Ribbon menu, also known as the menu bar, displays all the tools for manipulating text, spreadsheets, and presentations in Office. By default, the Ribbon provides a fairly complete set of features, but if you want to add or remove desired tools, you can easily customize the Ribbon in Office 2016. This method of changing the Office 2016 interface is quite convenient for basic needs.



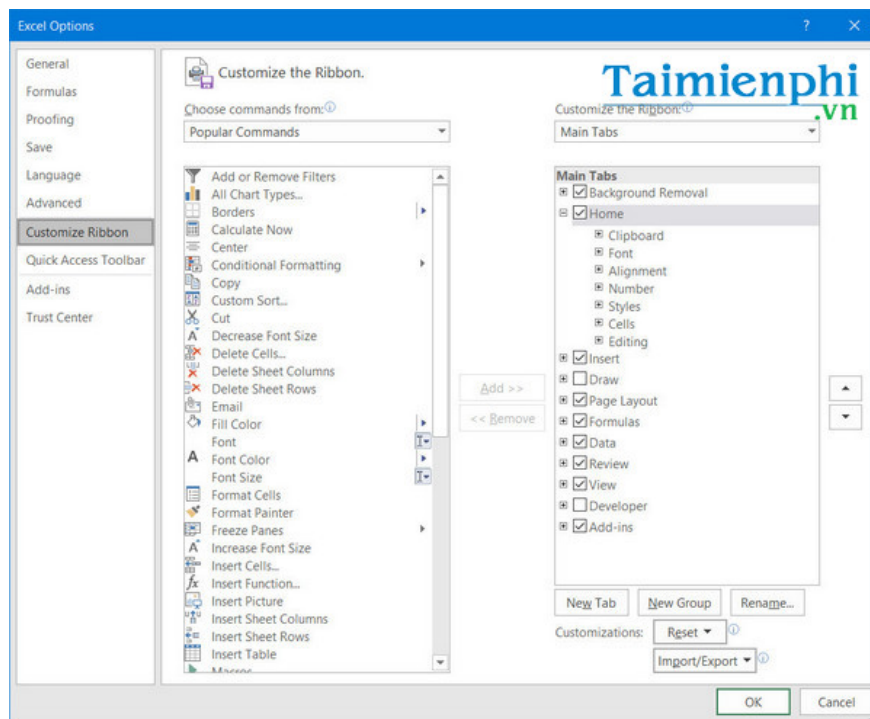
*Step 1:* Click **File** > **Options**

*Step 2:* In the **Customize Ribbon** section, you can choose the commands to display on the Ribbon under **Choose commands from**.

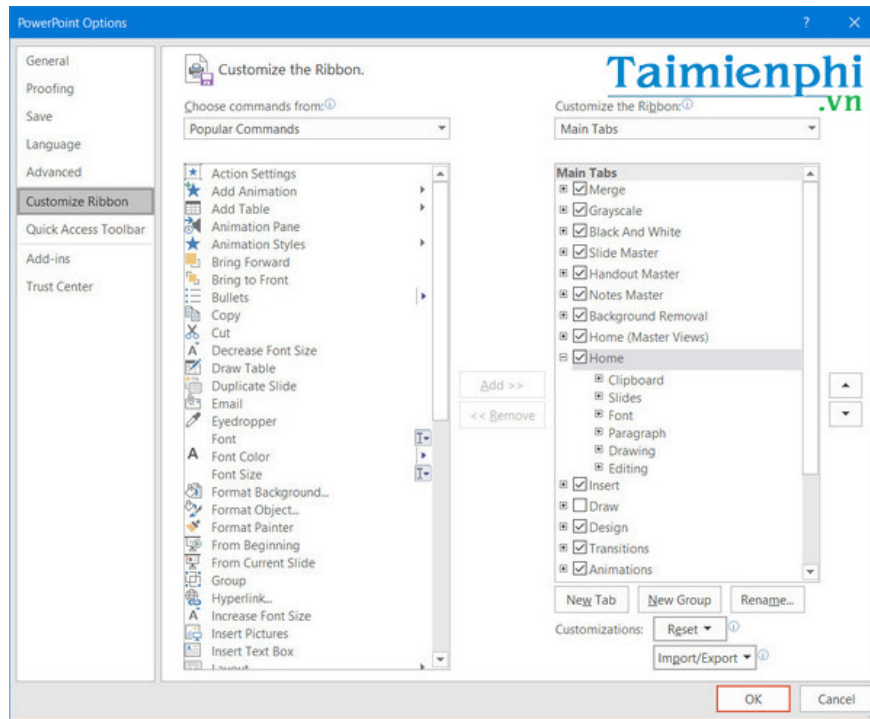
*Step 3:* Select any action you want to insert into the tabs on the Ribbon. Click **Add** to add it, or select any action in the current tab and click **Remove**.



Customize the Ribbon in Word



Customize the Ribbon in Excel



## Customize the Ribbon in PowerPoint

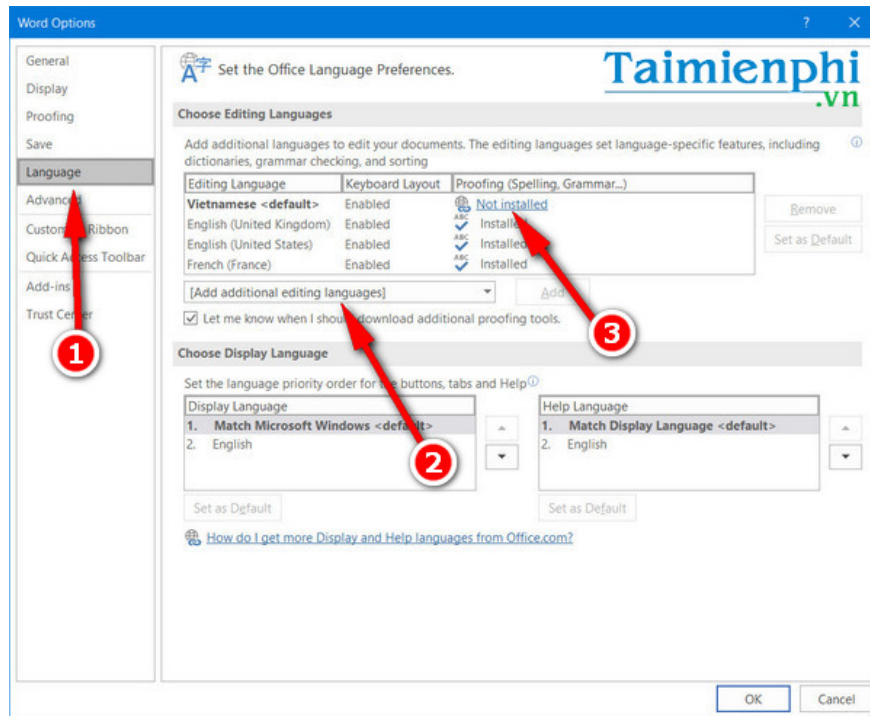
Press **OK** to save the settings.

## 5. Change the display and editing languages ??in Office 2016

Office 2016 offers many display language options for users to choose from, including Vietnamese. This is a rather interesting and convenient way to change the Office 2016 interface for many users who are not familiar with English.

*Step 1:* Click **File > Options**

*Step 2 :* In **Options** , select **Language** . Under **Choose Editing Language** , click **Add additional editing language** and find Vietnamese. Click **Add** to add it.



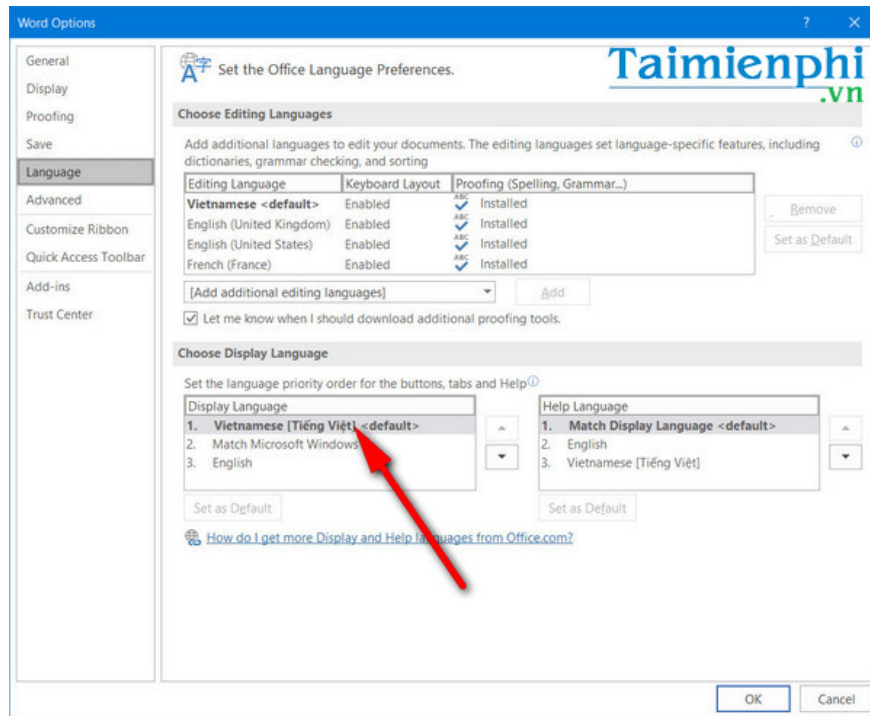
Click on "not installed" to go to the Vietnamese language pack installation page.

The language accessory pack files that are available for download can be installed on either 32-bit or 64-bit versions of Office 2016.

Vietnamese

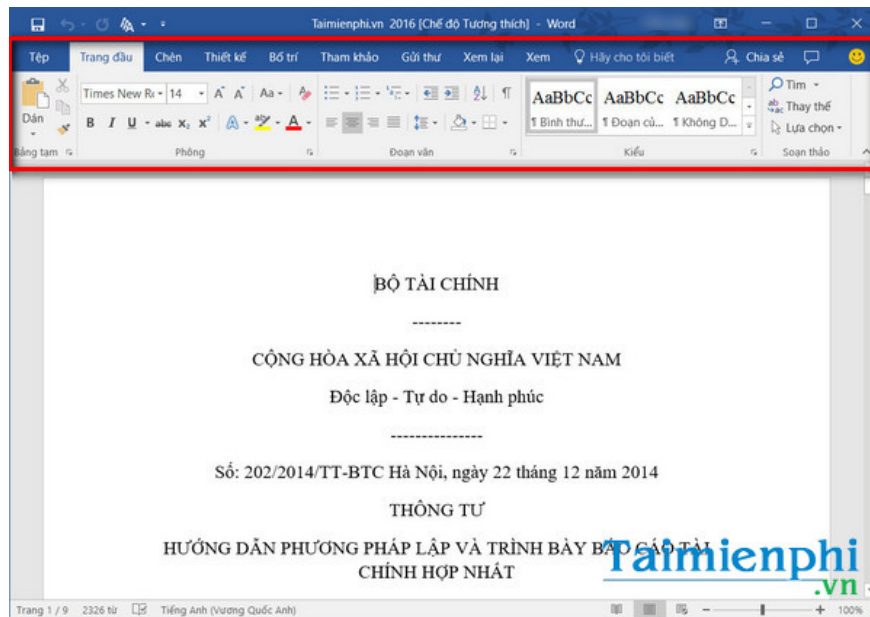
Language	Culture (ll-cc)	Native name	Extent of localization	Description	Links	Download Instructions
Vietnamese	vi-vn	Tiếng Việt	Full	The pack includes: <ul style="list-style-type: none"> <li>• Display in selected language</li> <li>• Help in selected language</li> <li>• Proofing tools for selected language</li> </ul>	<a href="#">Download (x86)</a> <a href="#">Download (x64)</a>	

Step 3 : Download and install the Vietnamese language pack according to your operating system's architecture.

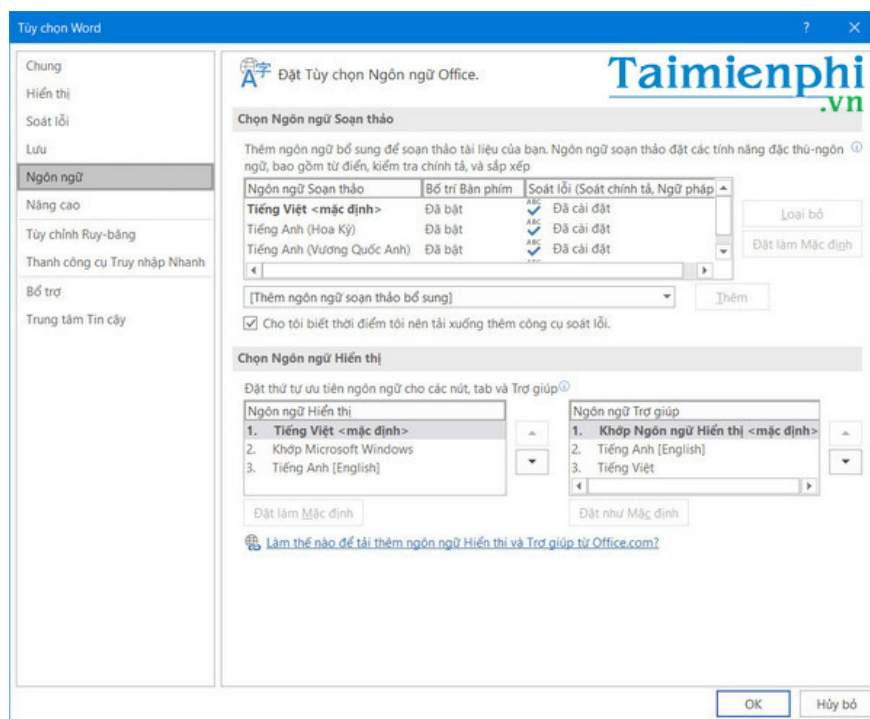


To find out how to check if your Windows is 32-bit or 64-bit, try the method for **checking 32-bit or 64-bit** on Windows 7, 8, and 10 that TipsMake has introduced.

After installing and restarting Office 2016, this is what the Office 2016 interface looks like after changing the language.



The entire Ribbon has been switched to Vietnamese.



In summary, TipsMake has introduced 5 tips to change the Office 2016 interface to make it more user-friendly and visually appealing. Perhaps the most effective way to use Office 2016 is to always learn about its new features, and then apply them to continuously change the Office 2016 interface to make it more beautiful and convenient for work and study.

Many first-time Office 2016 users will likely wonder if they can read Office 2016 files on Office 2010, as many users often use multiple versions of Office on the same computer. Regarding the issue of reading Office 2016 files on Office 2010, TipsMake has previously provided a clear answer, and readers can rest assured that they can safely read Office 2016 files on Office 2007, Office 2010, and 2013.

Hopefully, these 5 tips for changing the Office 2016 interface will help readers make the most effective use of the new features in Office 2016.

You finished reading the article "**How to change the Office 2016 interface to make it look better.**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.