

How to customize the look and feel in Office 2016

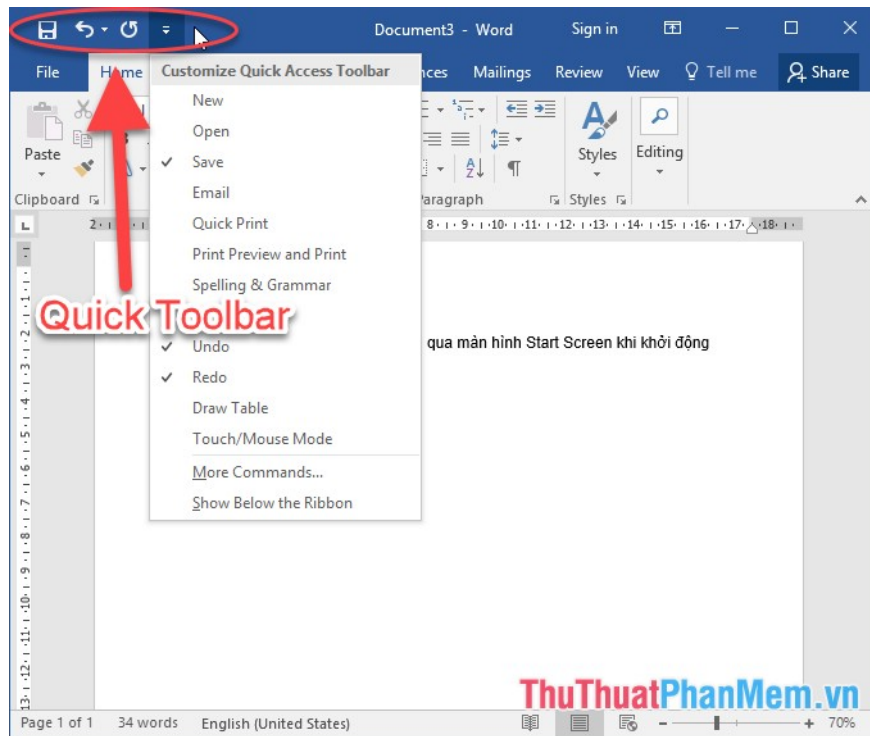
Office 2016 supports many new features for users. You can edit, change the interface, language, tools ... The following article guides you in detail How to customize the interface in Office 2016.

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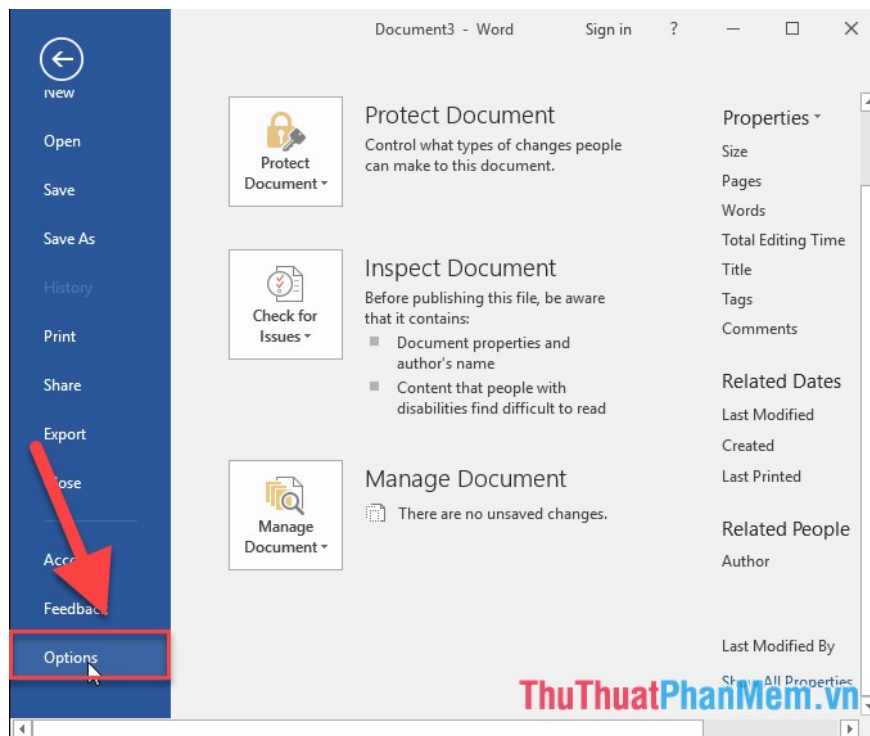
In this article, guide you to customize on MS Word 2016, with Excel . you perform the same operation.

1. Customize the Quick Toolbar

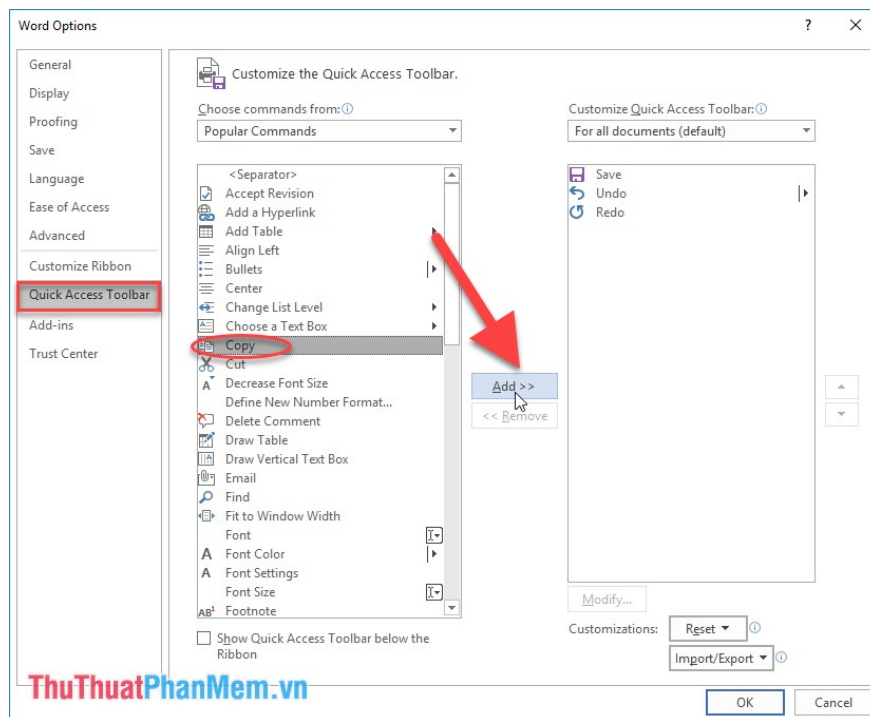
Position the Quick Toolbar on the Word 2016 interface:



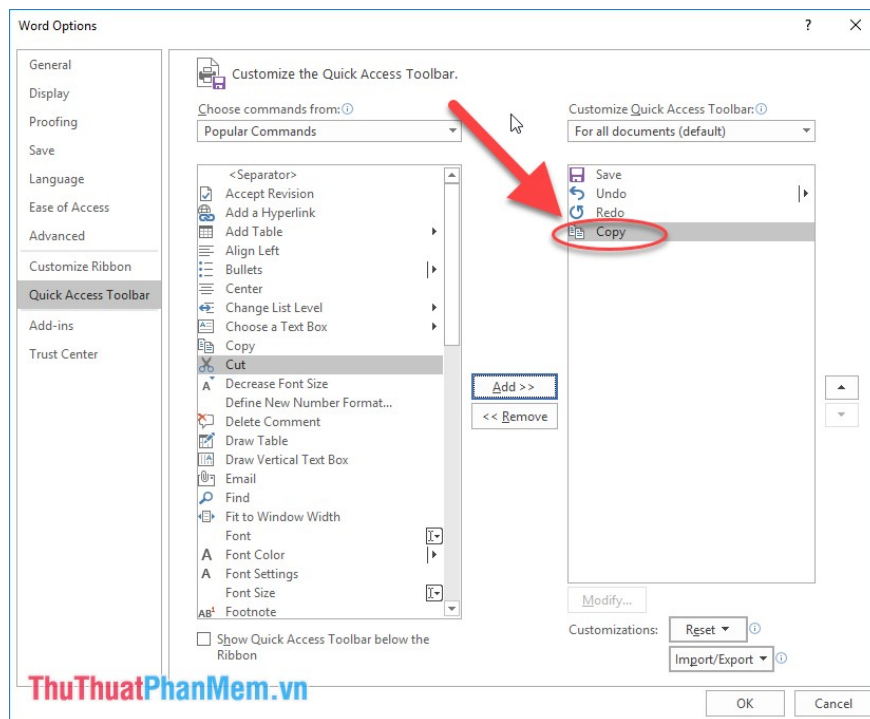
To customize the Quick Toolbar, go to **File -> Options:**



In the Word Options window, click the **Quick Access Toolbar** in the **Popular Commands** section and select the tool icon you want to add to the **Quick Toolbar** -> click **Add**:

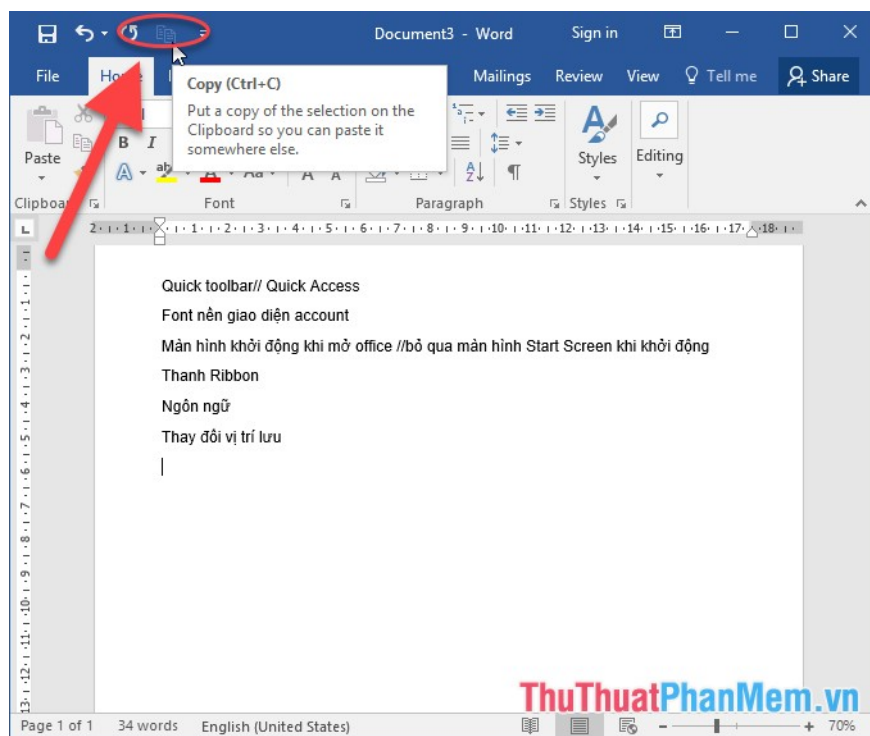


As a result, you have added the copy tool icon on the **Quick Toolbar**:



Similarly, if you want to remove the tool on the **Quick Toolbar**, click the tool in the box on the right -> select **Remove**.

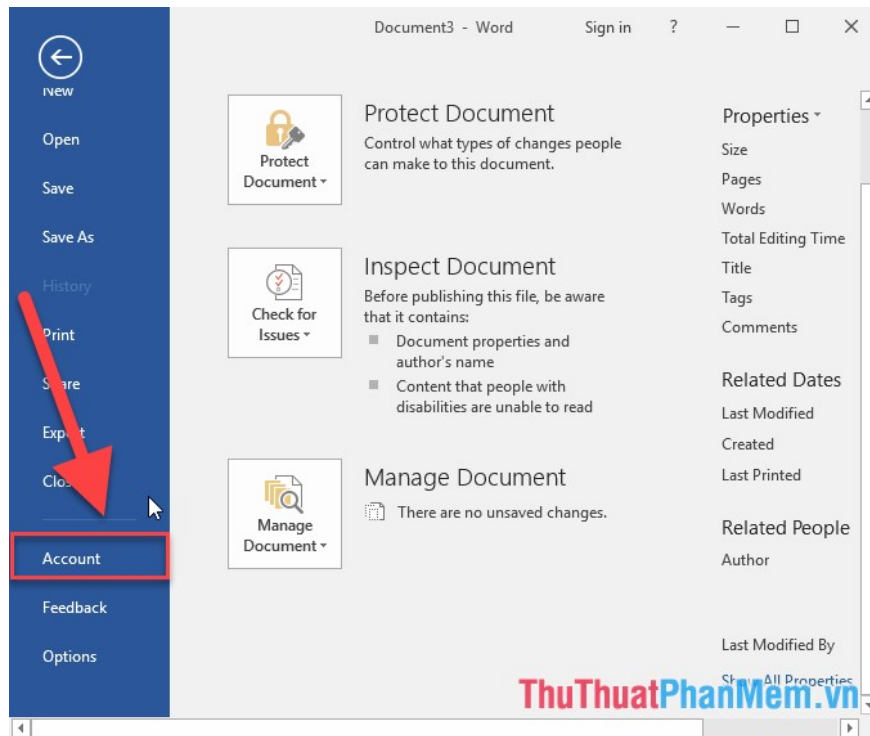
Finally, click **OK** to return to the main interface of Word, you see the copying tool icon on the Quick Toolbar:



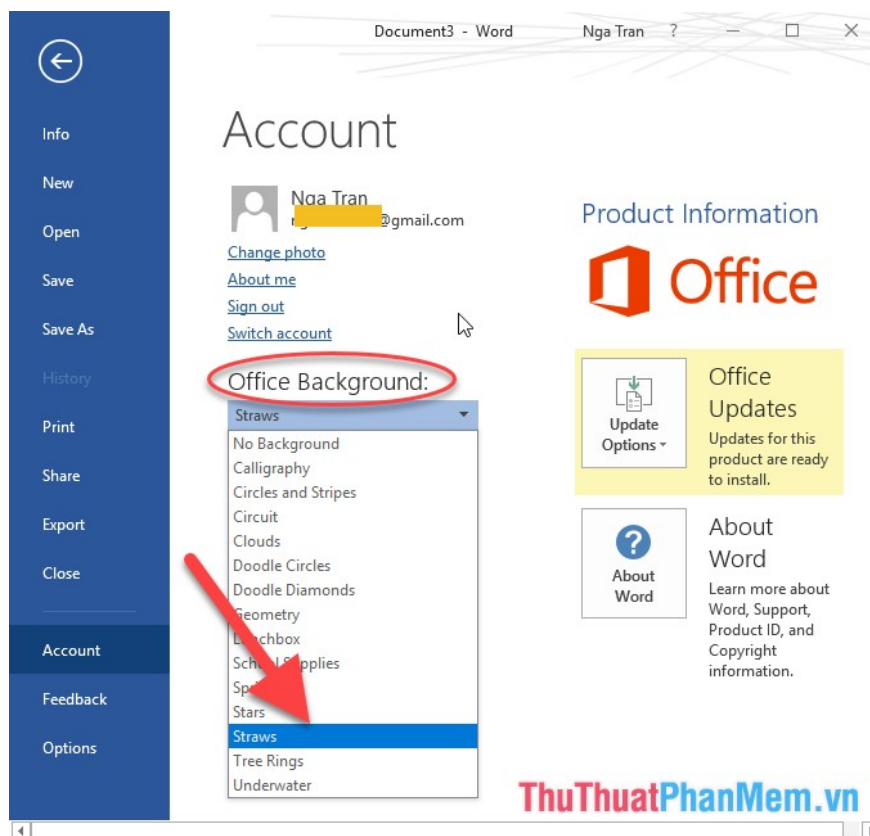
2. Customize the Word interface

In this part, you can change the background image and background color of MS Word

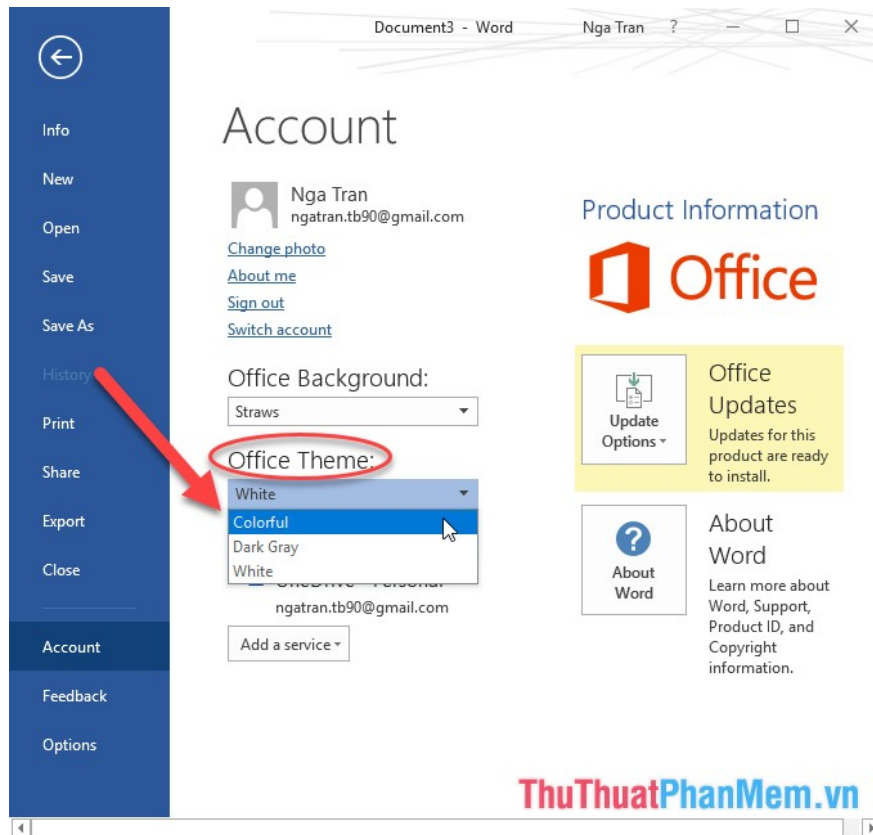
Step 1: On the card File -> Account:



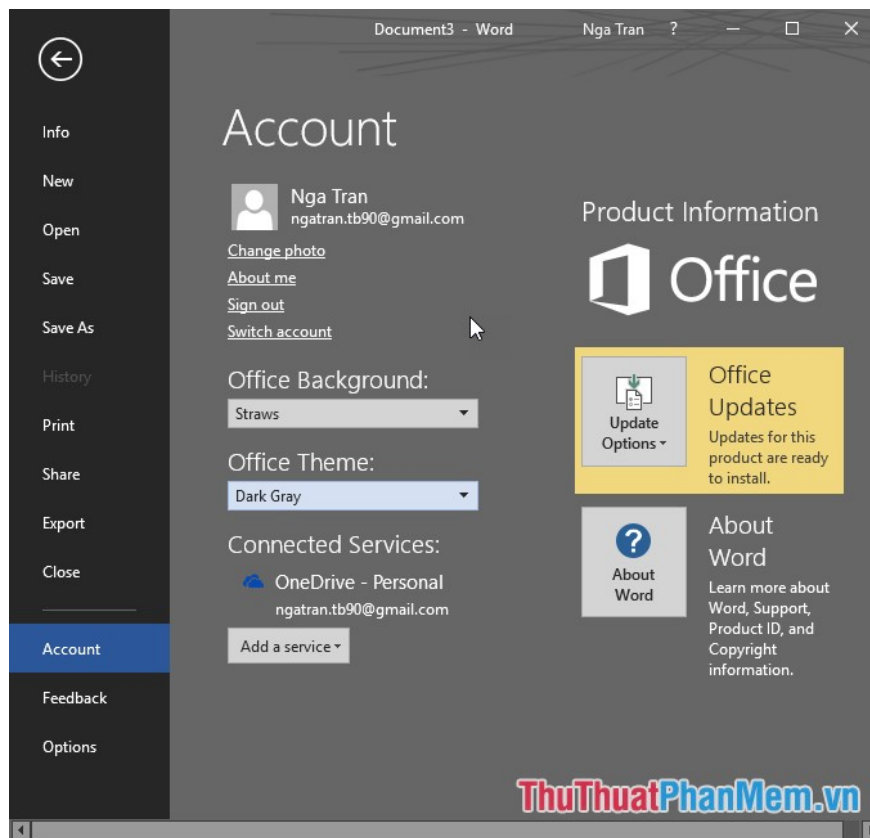
Step 2: In the Office BackGround section select the background color for Office:



Step 3: In the **Office Theme** section, select the background color for the interface:

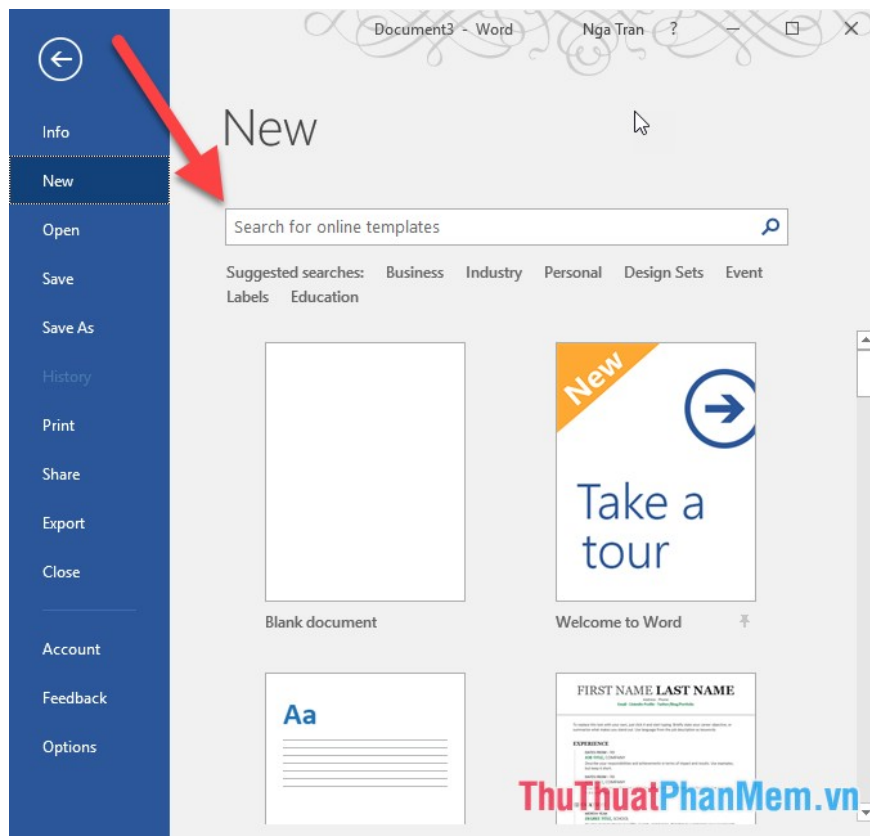


For example, choose a dark background color for the Office interface:



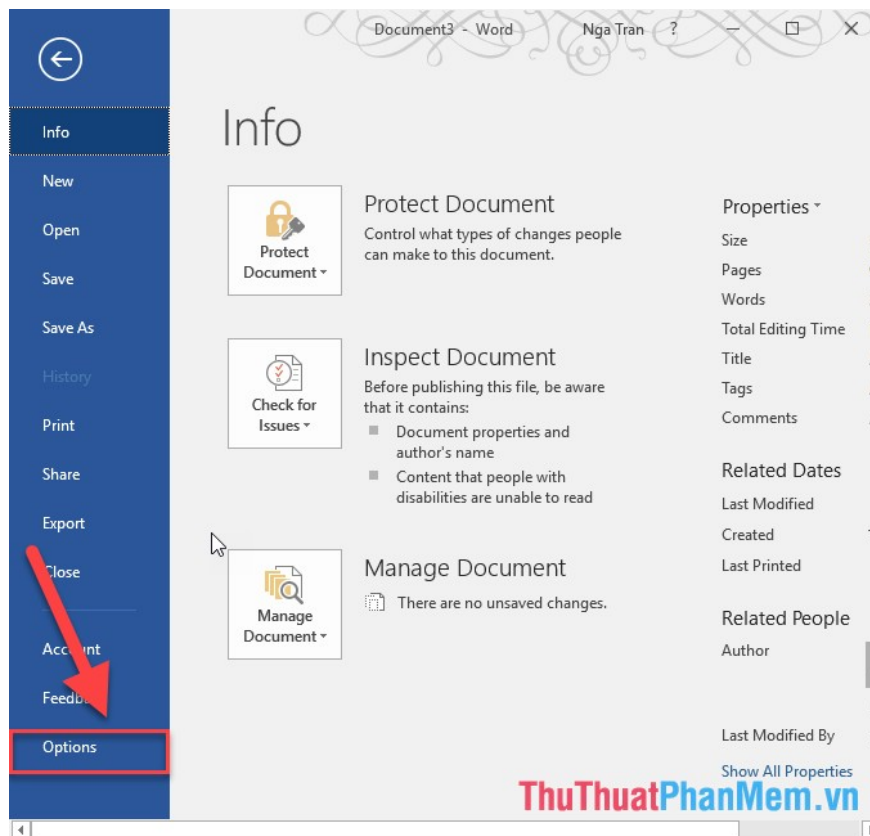
3. Customize Office start screen

Office startup screen:

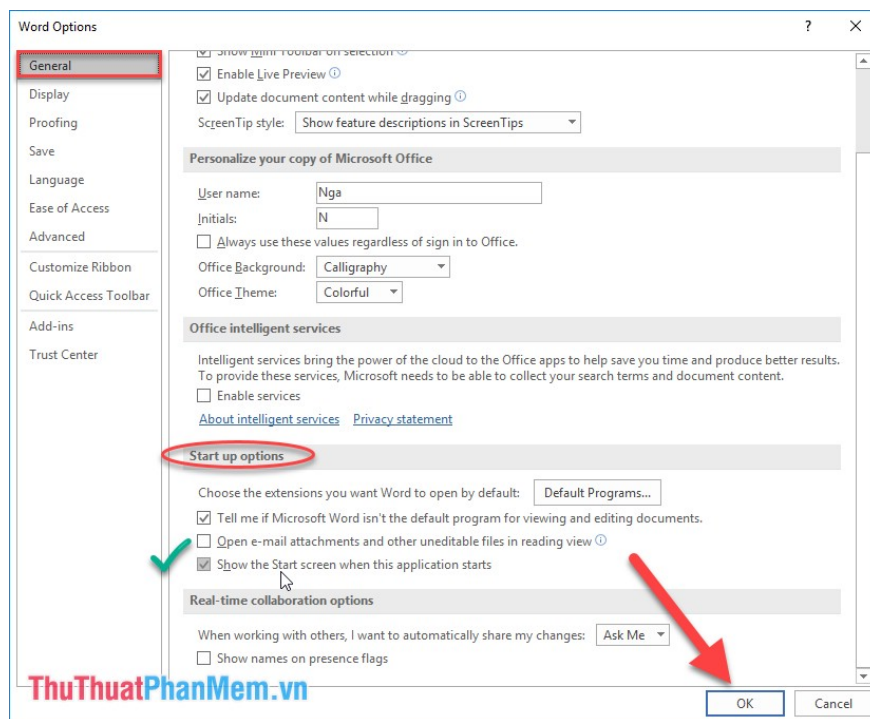


To activate the boot screen, follow these steps:

Step 1: On the card **File** -> **Options**:



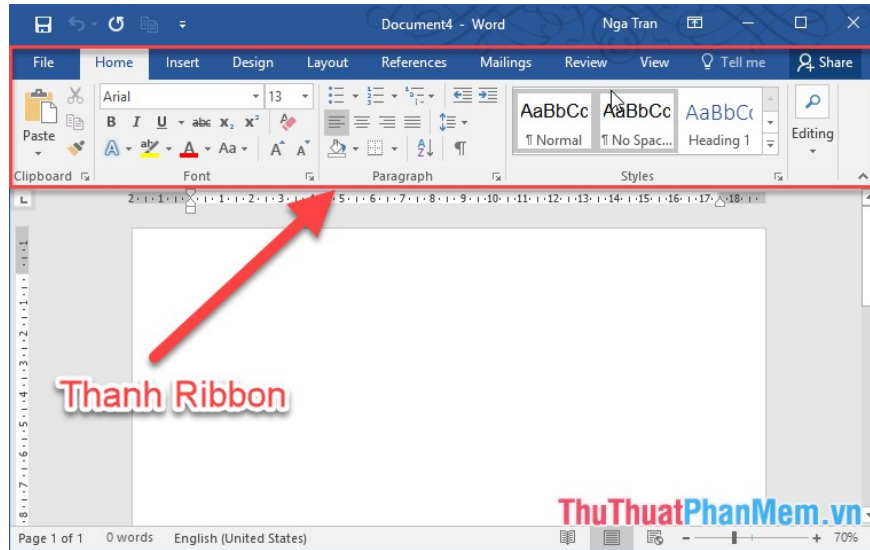
Step 2: The **Word Options** dialog box appears, click on **General**, scroll down to **Start up Options** -> select **Show the start screen when this application starts** to open the startup screen when opening the application -> click **OK**:



Similarly, if you want to turn off the boot screen, uncheck the **Show the start screen when this application starts section**

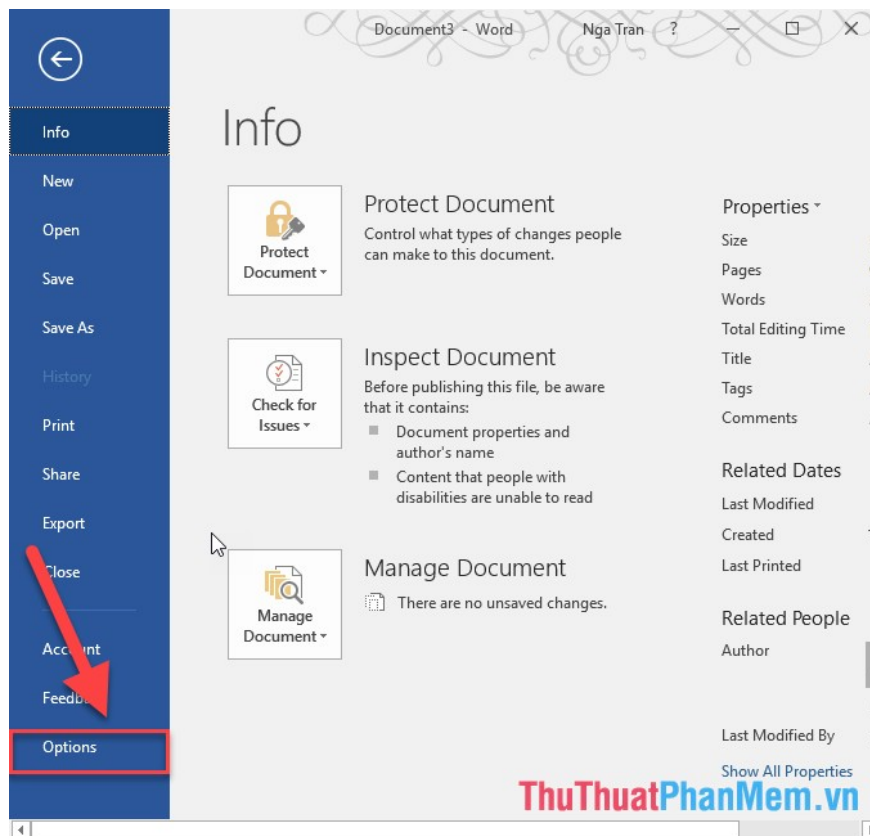
4. Customize the Ribbon

Position the Ribbon on the interface:

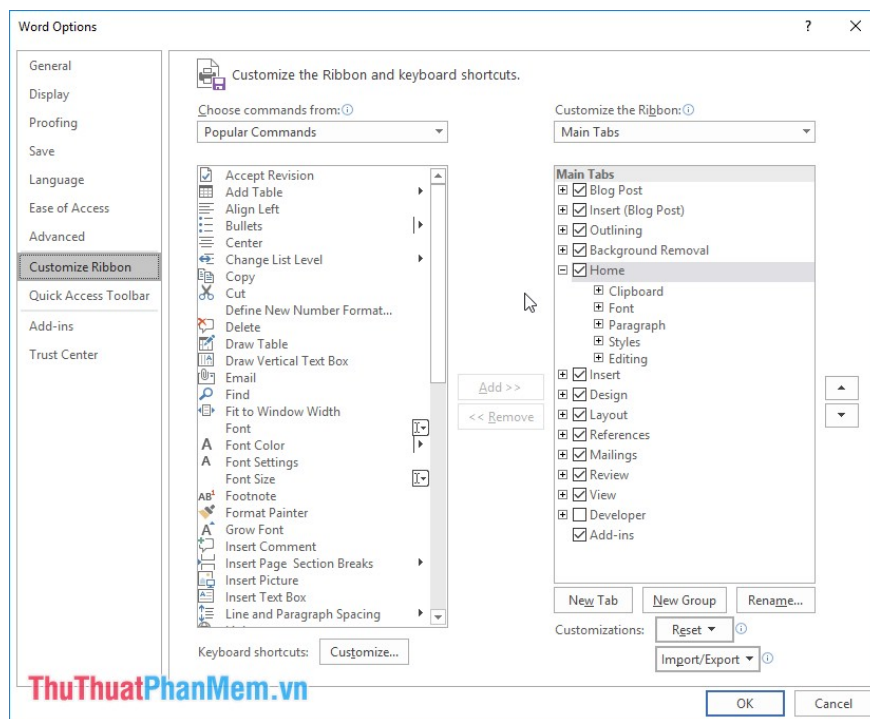


You can add or remove features on the Ribbon by:

Step 1: On the card **File** -> **Options**:

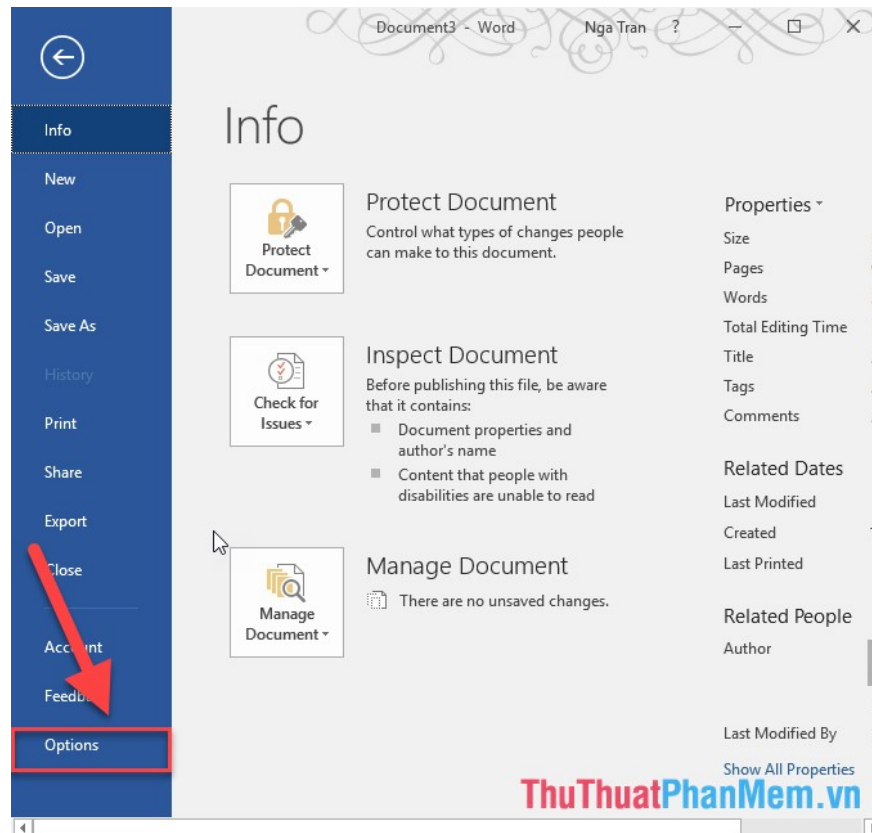


Step 2: The **Word Options** dialog box appears, select **Custom Ribbon**, select the features to add in the left pane -> click **Add** to add the features to the **Ribbon**. Similarly choose **Remove** to remove the feature on the **Ribbon**:

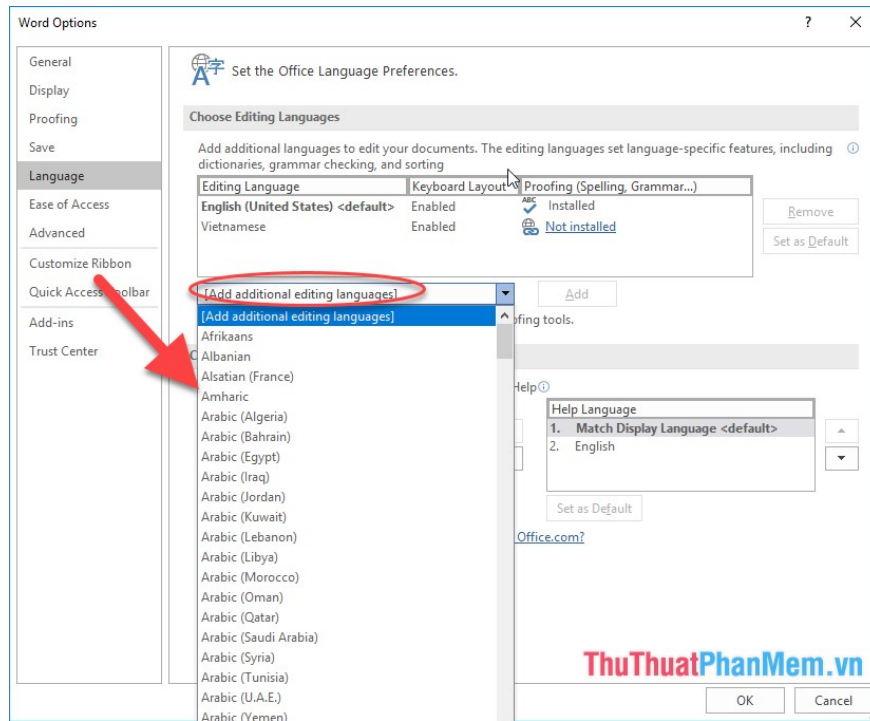


5. Customize the Language on the interface

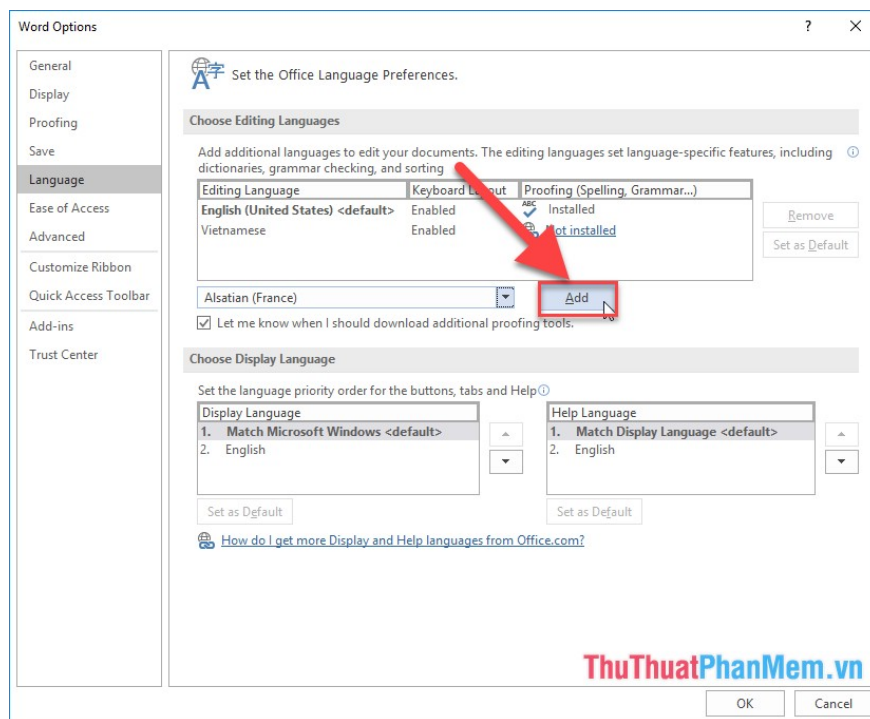
You can set English, Vietnamese or any language for Office by clicking the **File** tab -> **Options** :



The **Word Options** dialog box appears, select **language** -> select the language to install:



After selecting the installation language, click **Add** and proceed with the installation:



If you want to remove the language, click **Remove**.

The above is detailed instructions on how to customize the interface in Office 2016.

Good luck!

You finished reading the article "**How to customize the look and feel in Office 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar

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