

# How to turn off Start Screen on Office 15 for Mac fastest

By default, when you open Word, Excel or PowerPoint on Office 15 for Mac, you will see the Start Screen showing a list of document templates. If you want to skip this step and access the main interface directly, turn off the Start Screen according to the instructions below.

Turning off the Start Screen helps you open Office 15 on Mac faster without being interrupted by the document templates list. With just a few settings in Preferences, you can optimize your working experience.

## How to turn off the Start Screen on Office 2015 for Mac

*Step 1* : Open the program you want to disable the Start Screen for (such as Microsoft Word, PowerPoint or Excel). If you want to disable the Start Screen for all Office programs, you will have to do it manually, there is no setting to disable the Start Screen.

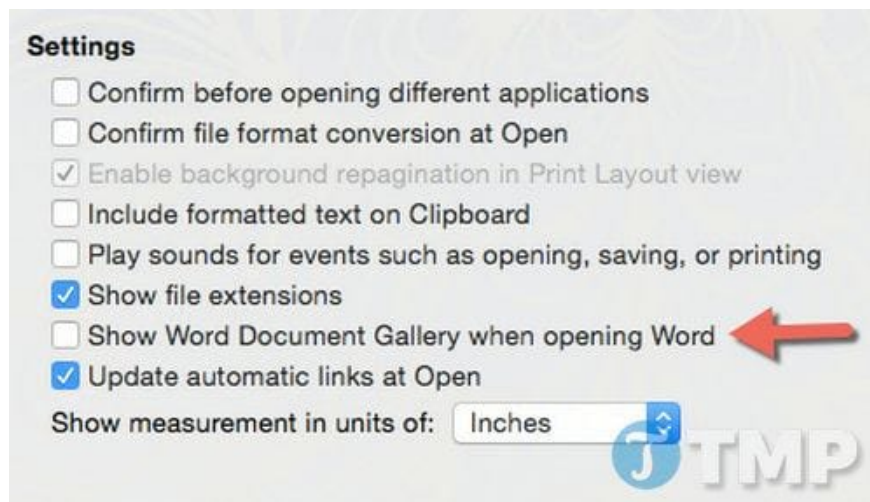
*Step 2* : Click on the program name (for example Word) on the menu bar, then select **Preferences** from the menu. Or alternatively, press the **Command** key to open the Preferences window.



Step 3 : Here you select **General** . This option icon is displayed first in the first line.

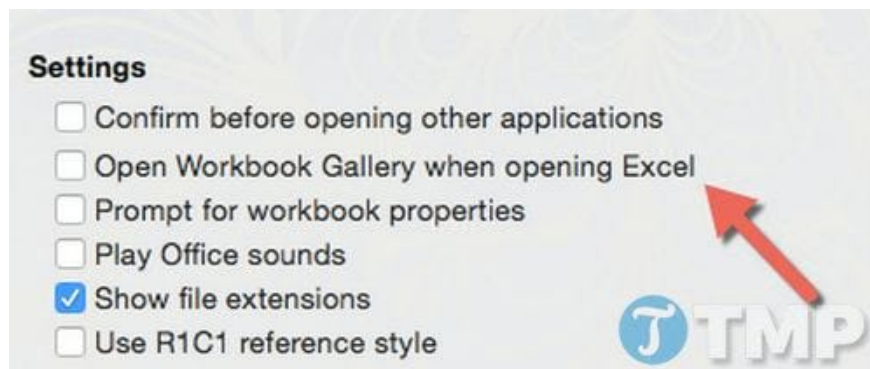


Step 4 : Uncheck the box next to **the Show Word Document Gallery** when opening **Word** option and close the Preferences window.

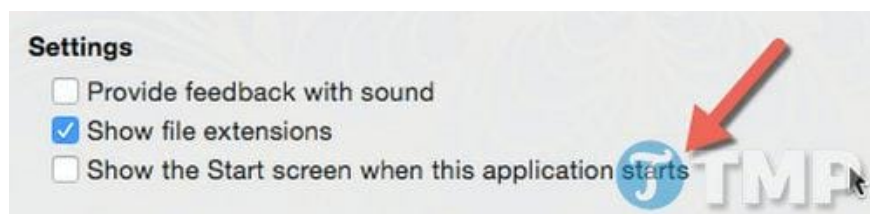


Below are the corresponding options for Excel and PowerPoint. Follow the same steps as above in Excel and PowerPoint.

For Excel, you can only access this setting after opening a Workbook.



For PowerPoint this setting is **Show the Start screen when this application starts**. This option is a little different than the options on Word and Excel.



*Step 5* : If you want to reactivate the Start Screen, follow the same steps and check the options.

So TipsMake has just guided you how to **turn off the Start Screen on Office 15 for Mac**, including Word, Excel and PowerPoint programs to help you save a lot of time starting the program. If you have any questions that need to be answered, you can leave your comments in the comment section below the article. Wish you success!

You finished reading the article "**How to turn off Start Screen on Office 15 for Mac fastest**" 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.

