

Restore default settings in Word, Excel

When you change the settings in Word and Excel but there is no way to edit it, please see the following instructions on how to Restore default settings in Word and Excel.

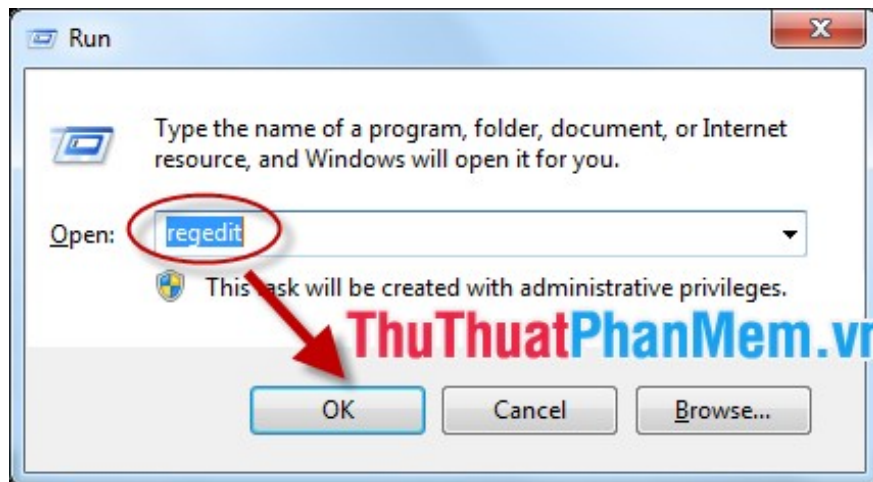
In working with Word and Excel, you use the default settings to work effectively. But sometimes you accidentally change those settings and there is no way to edit them. The following article details how to **Restore default settings in Word, Excel** helps you to **revert** MS to the default settings.

There are 2 ways to return **MS Office** to its factory default settings:

- Use **Registry Editor**
- Use the tools supported by **Microsoft** .

1. Use Registry Editor

Step 1: Open the **Run** dialog box by pressing **Window + R** -> type **regedit** -> click **OK**:



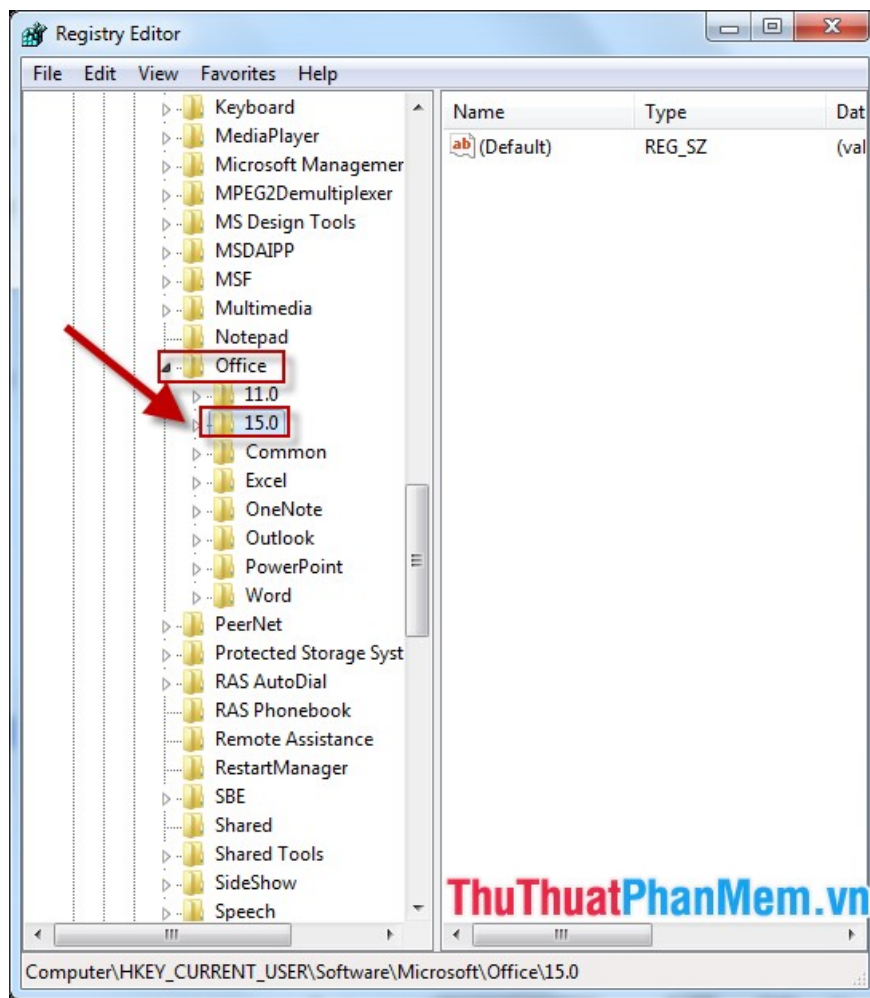
Step 2: The **Registry Editor** dialog box appears, follow the path: **HKEY_CURRENT_USER / Software / Microsoft / Office** / select a folder that matches the current version of MS Office you want to set up (with current Word versions already Install on your computer the corresponding folder):

- Word, Excel 2013: folder 15.0
- Word, Excel 2010: folder 14.0

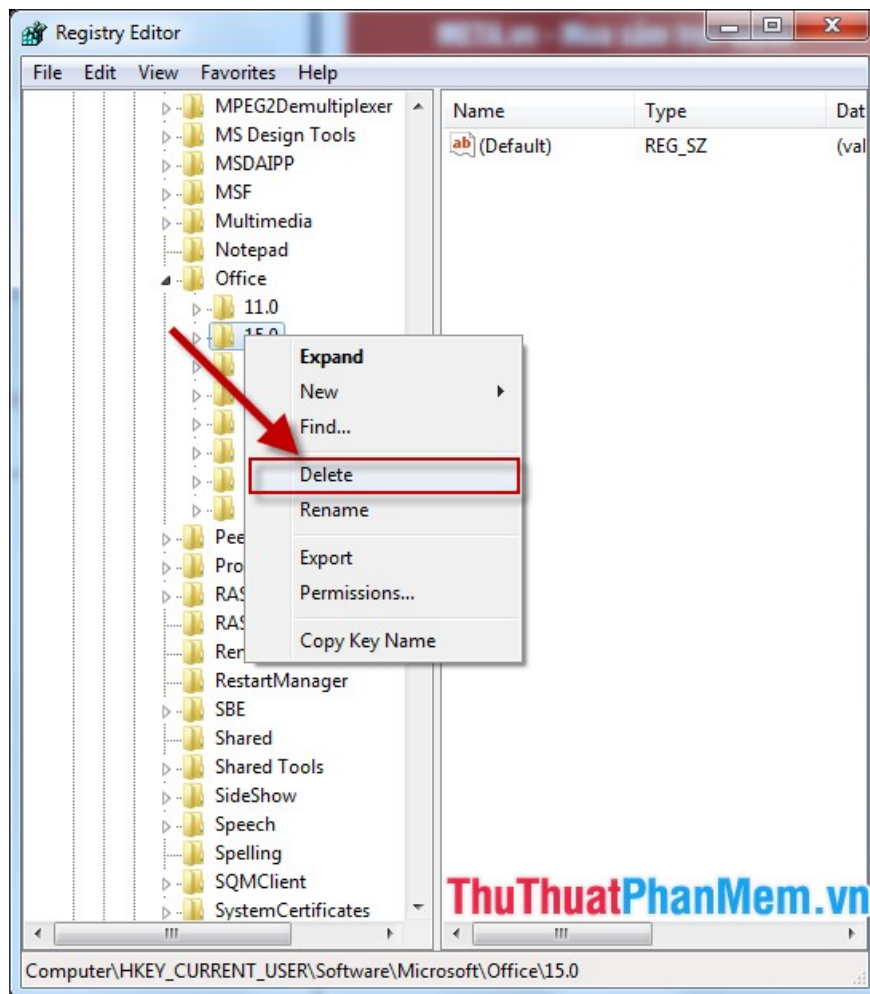
- Word, Excel 2007: directory 12.0

- Word, Excel 2003: folder 11.0

Here **Word, Excel 2013** should select folder 15.0



Step 3: Right-click on the folder **15.0** -> **Delete** so you deleted the current settings and returned **Word, Excel** to the original default settings:



2. Use Microsoft recovery software

Microsoft supports tools to help you bring **Word**, **Excel** back to the default settings. With the corresponding versions of **Windows** there are different versions.

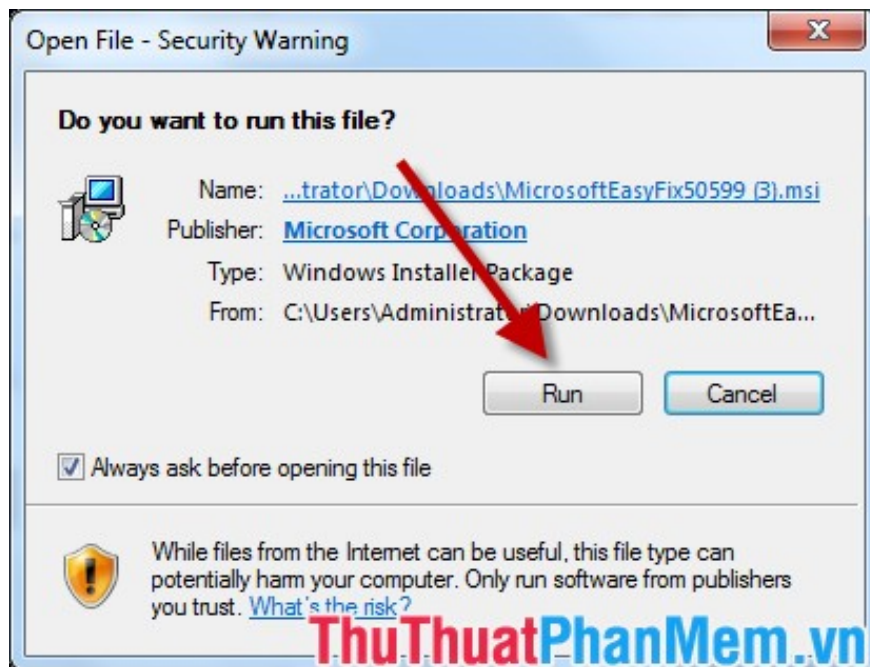
Step 1: Click on the link below to download the software to your computer. Depending on the **Windows** operating system, there are different versions:

Windows XP, Windows 7, Windows Vista: <http://go.microsoft.com/?linkid=9763243>

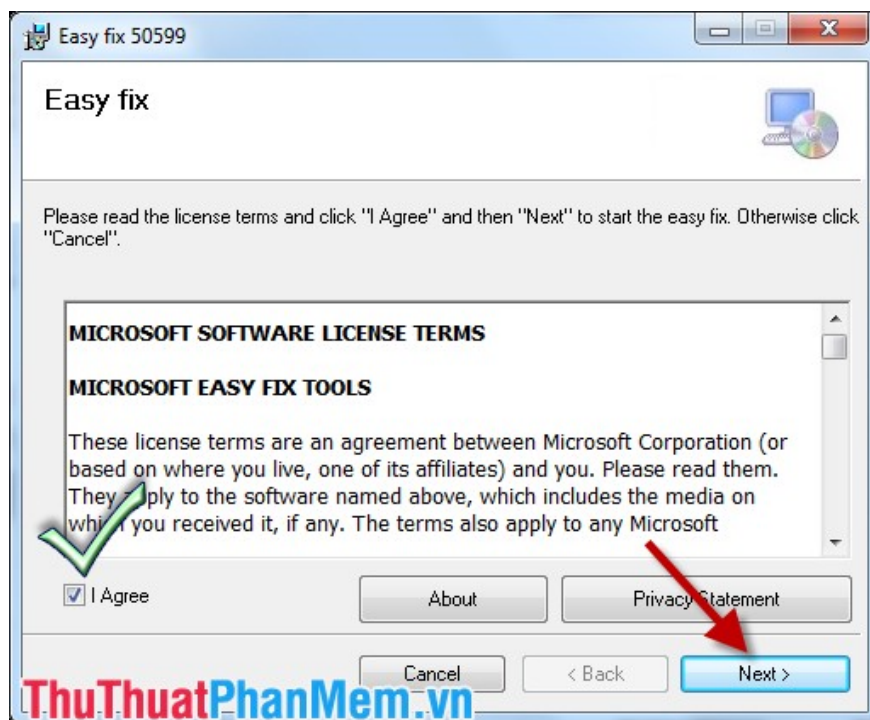
Windows 8, Windows 10: <http://go.microsoft.com/?linkid=9763243>

Step 2: After downloading the software in accordance with the version, open the software -> click **Run**.

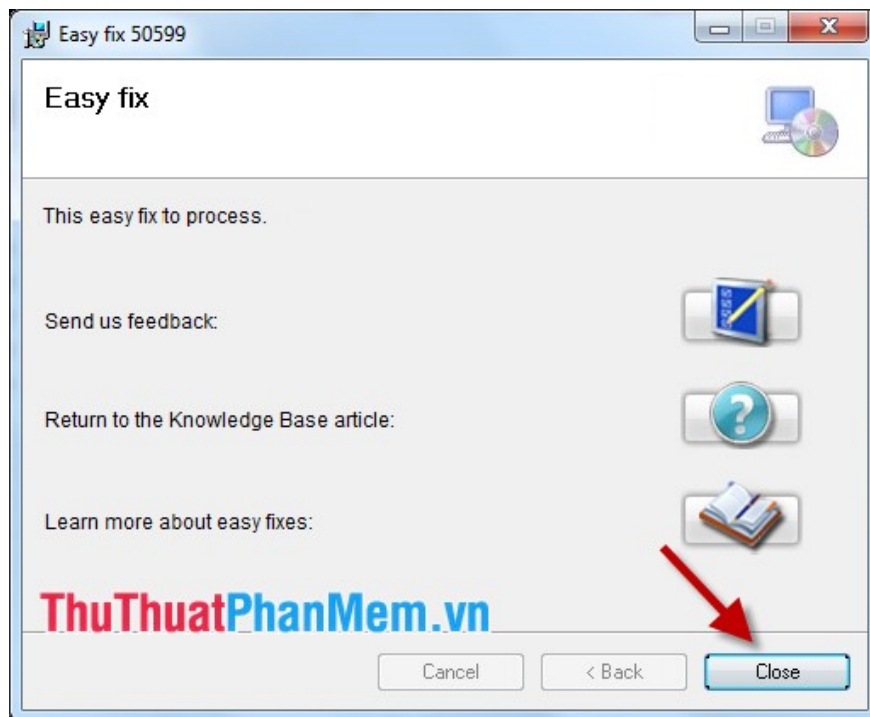
Note: In the process of running the software, you need to close all **Word** and **Excel** files in order to avoid the case of software error.



Step 3: A dialog box appears and select **I Agree -> Next:**



Step 4: The process of removing the current settings is automatically processed -> the process of processing successfully, click **close:**



Above is a **detailed guide on how to restore default settings in Word and Excel**. Good luck!

You finished reading the article "**Restore default settings in Word, Excel**" 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.