

Some settings for Microsoft Office help you be more productive

Share some settings for the OFFICE set to work more efficiently. Basic setup to help you work more professionally with Word, Excel, PowerPoint ...

Microsoft Office and applications Word, Excel, Powerpoint . are the leading popular office tools around the world today. Every day we all touch, use and work with it, but I know that not everyone can use it effectively. Therefore, in this article I will summarize some small customization tips to help you work better with this Office suite!

The Settings section of Office applications is the same, so I will take Word as an example, the version I use is Office 365.

1. Turn on Dark Mode on Microsoft Office (black interface)

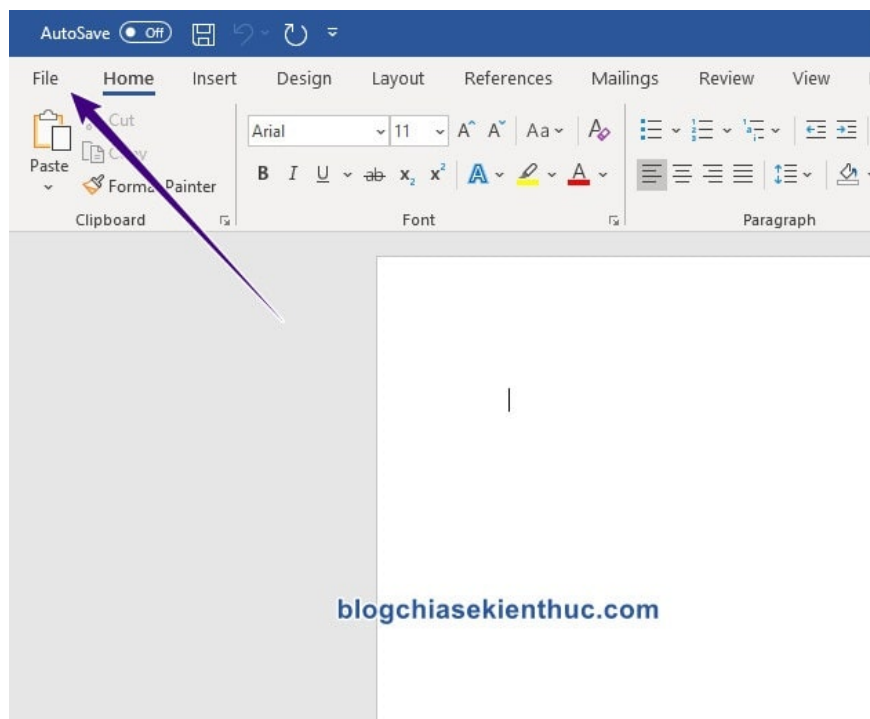
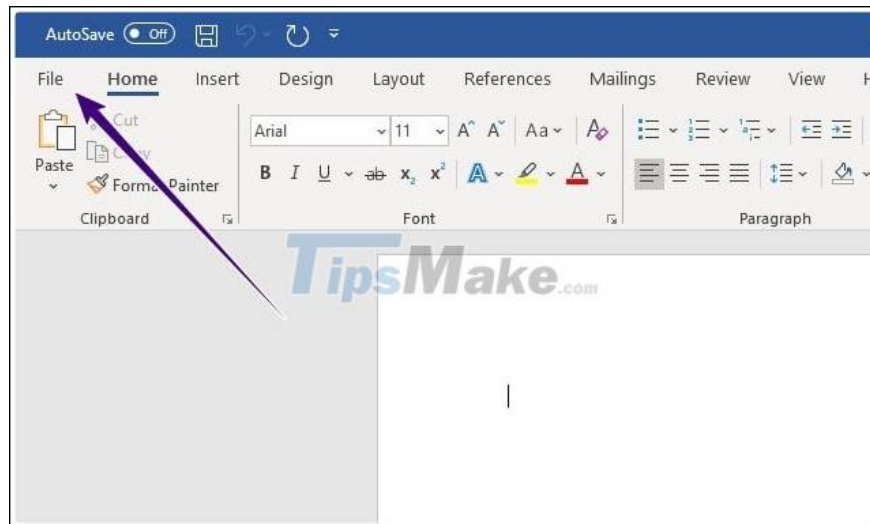
Dark Mode, also known as the dark background mode, surely you are no longer unfamiliar, right!

When you use this mode, it will help protect eyes, save power, and Dark mode is available on most major websites today, such as dark theme on Youtube, interface. dark on Facebook Messenger, dark theme on Google Chrome,....

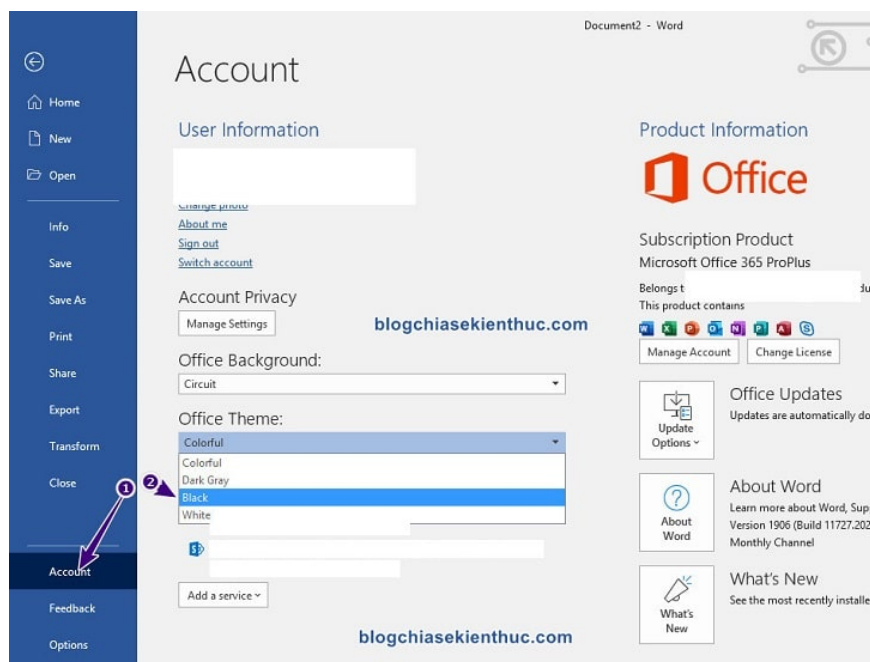
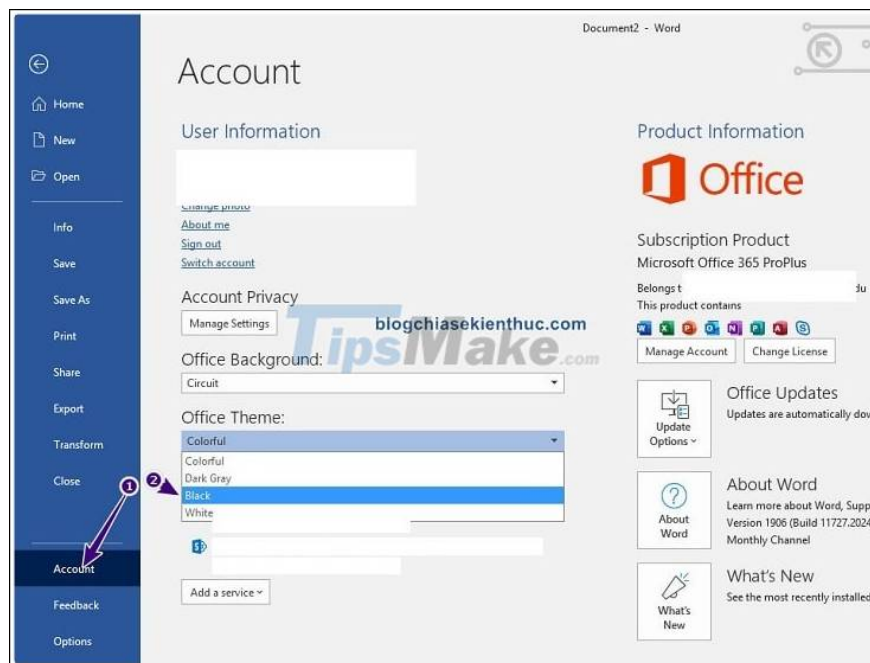
If you are a frequent user of Office applications, especially working at night, Dark Mode on Office will be extremely great for you, and I recommend you to apply this Tips right away.

Doing:

+ **Step 1:** First, click to open a new document or on the current document => then click `File`.

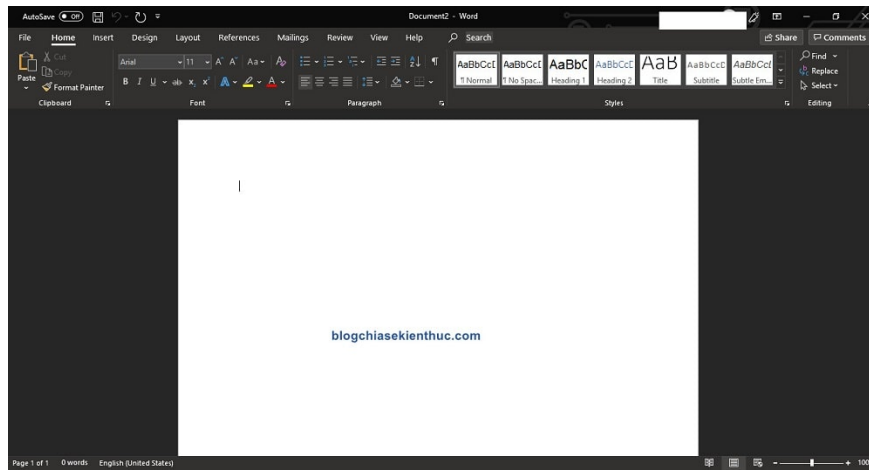
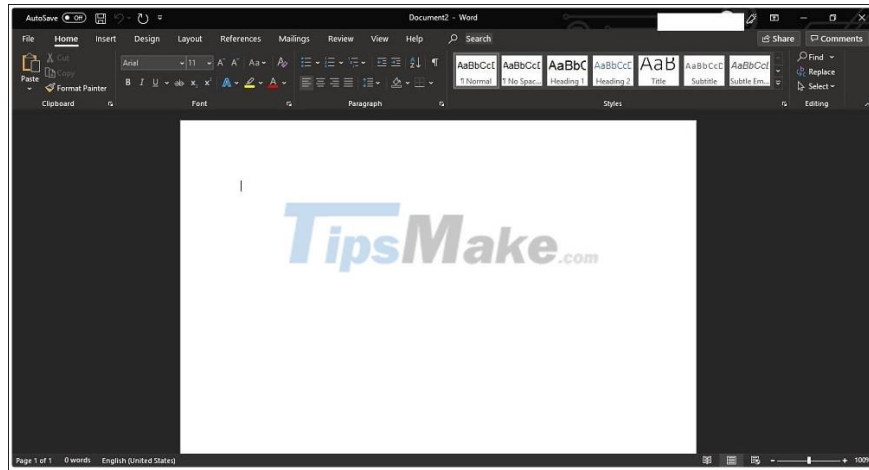


+ **Step 2:** Click Account, the part Office Theme you change from Colorful=> to Black is okay.



+ **Step 3:** You will not need to restart Word, the changes will take effect immediately, the result we have a pretty smooth working interface like this.

If you want to return to the traditional interface, repeat the above step and change **Black** => to **Colorful** .

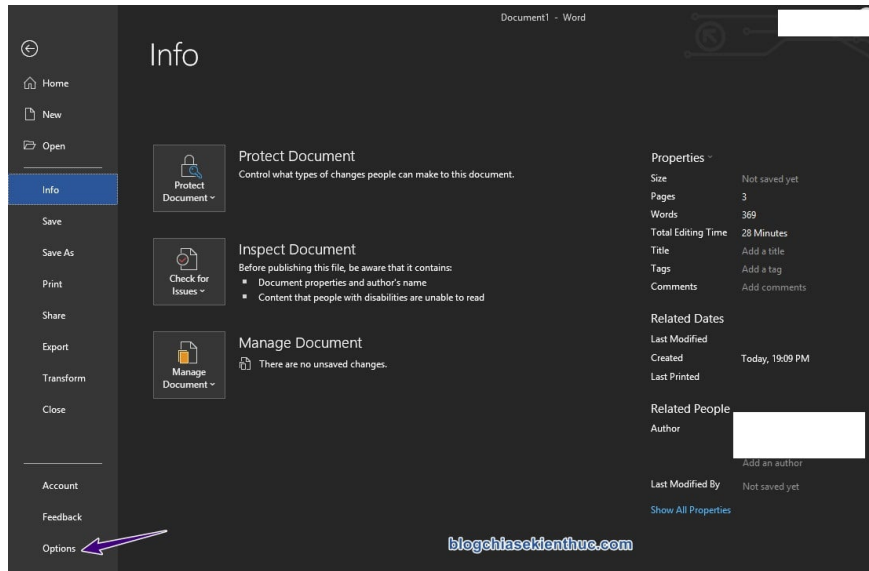
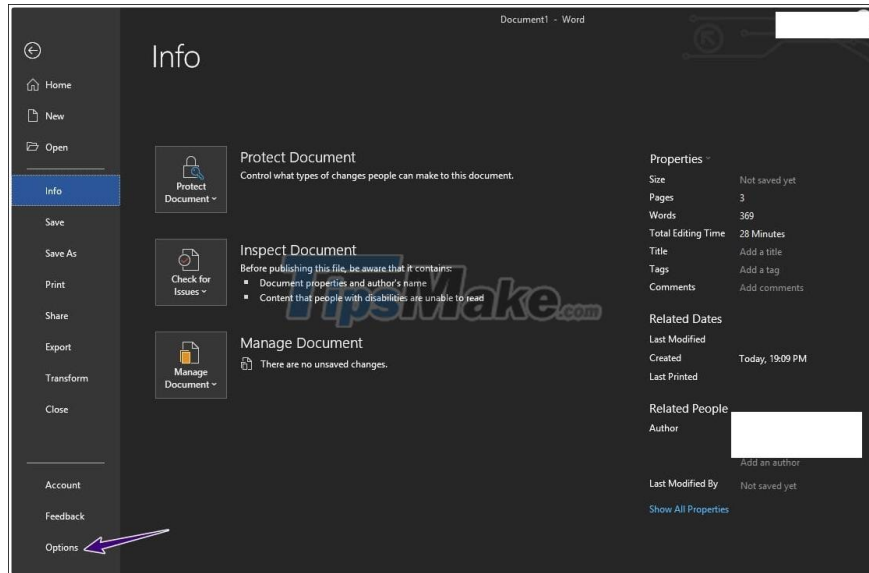


2. Turn off spell checking in Word, Excel, PowerPoint .

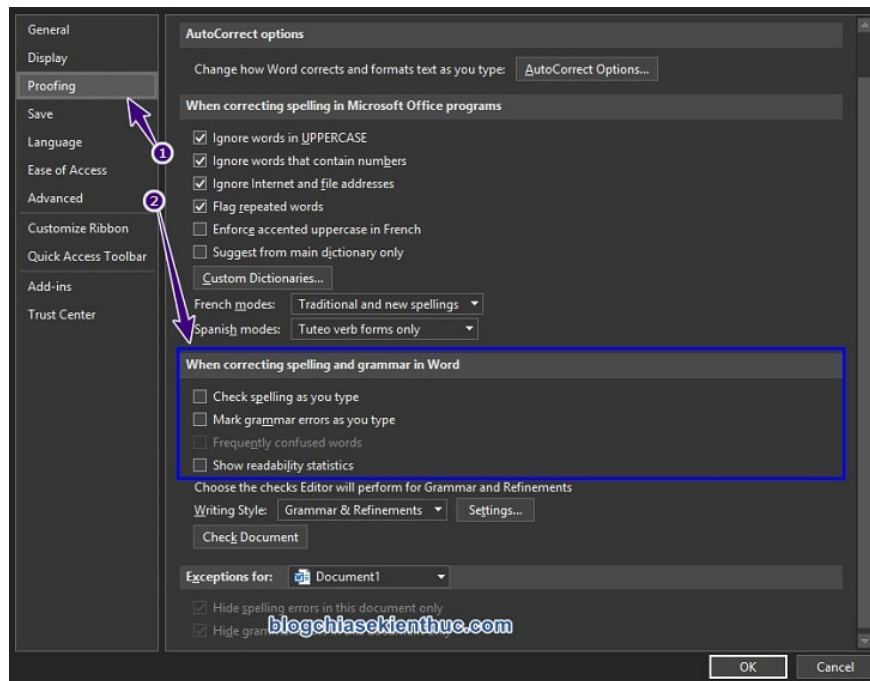
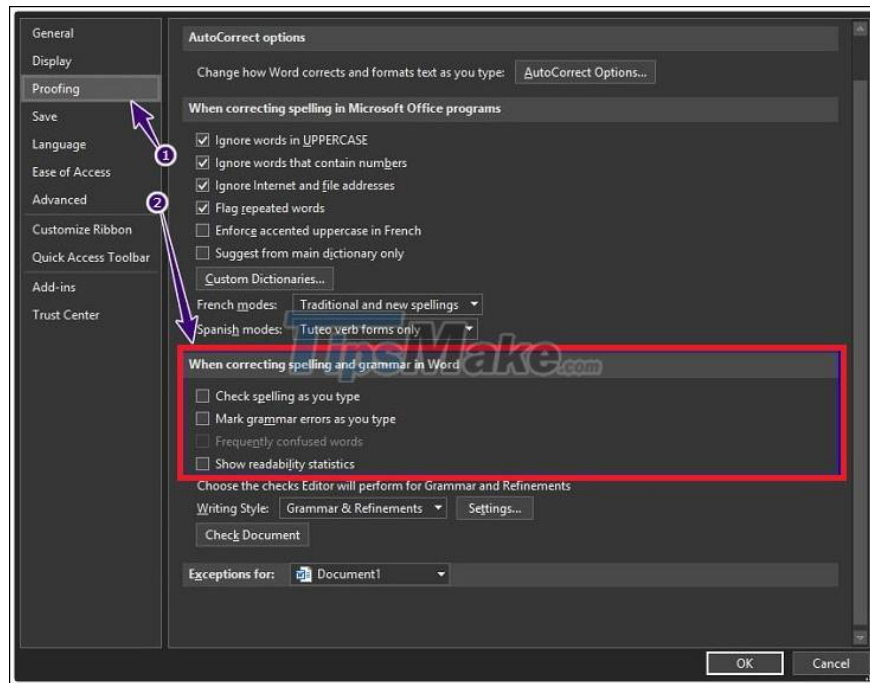
By default, on Office applications, there is a grammar checker and reporter to help users type more standard text.

However, it only supports English well, so when we type in Vietnamese it still thinks Auto is wrong and there are red bricks, blue tiles . below the word - it looks very annoying. Now we will turn this feature off!

How To: Click on File=> select Options.



You switch to tab Proofing => and then remove all traces of the items in the other green frame.



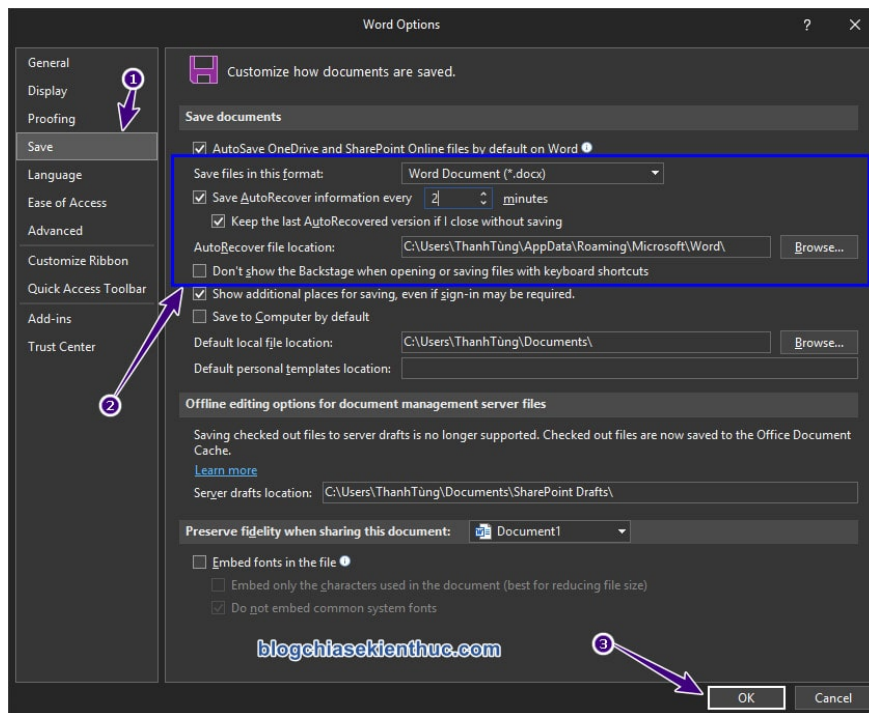
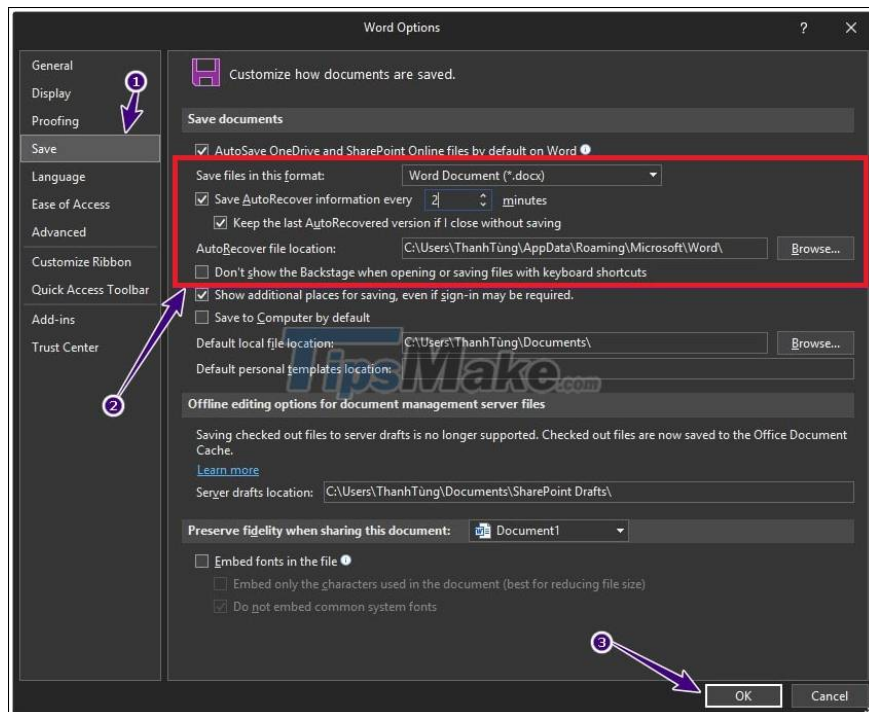
3. Set to automatically save files to avoid data loss

Word and other applications in the OFFICE suite have the function to automatically save files to a temporary folder so that when we are working, if we have a power outage, power down . you can still recover the current file. do bad.

By default, the time to automatically save the file will be 10 phút, too long compared to the regulations, so let's fix 1 phútit.

How To: Open the section Options as instructed above => and switch to tab Save.

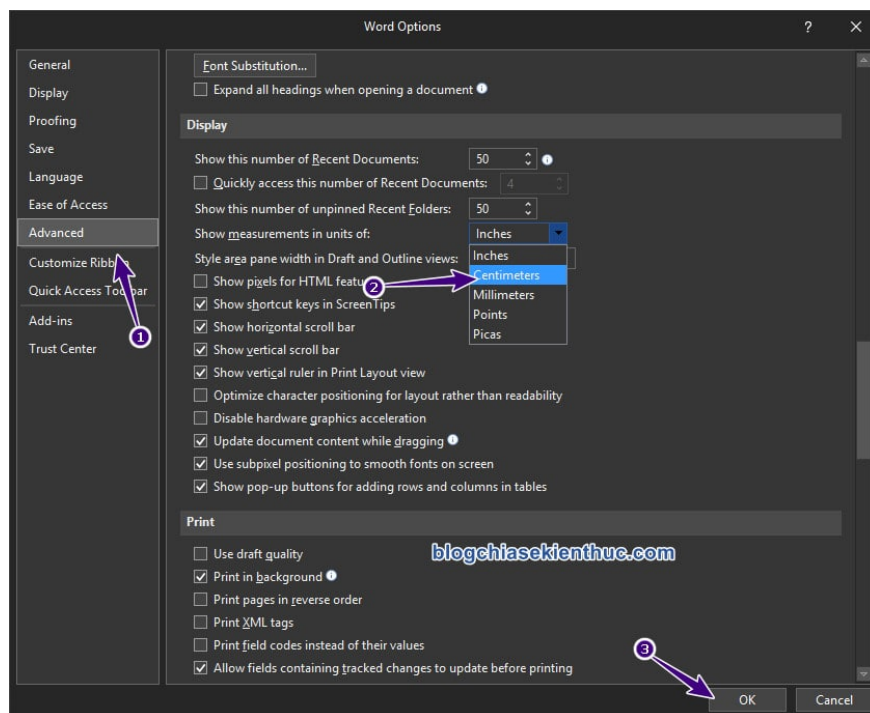
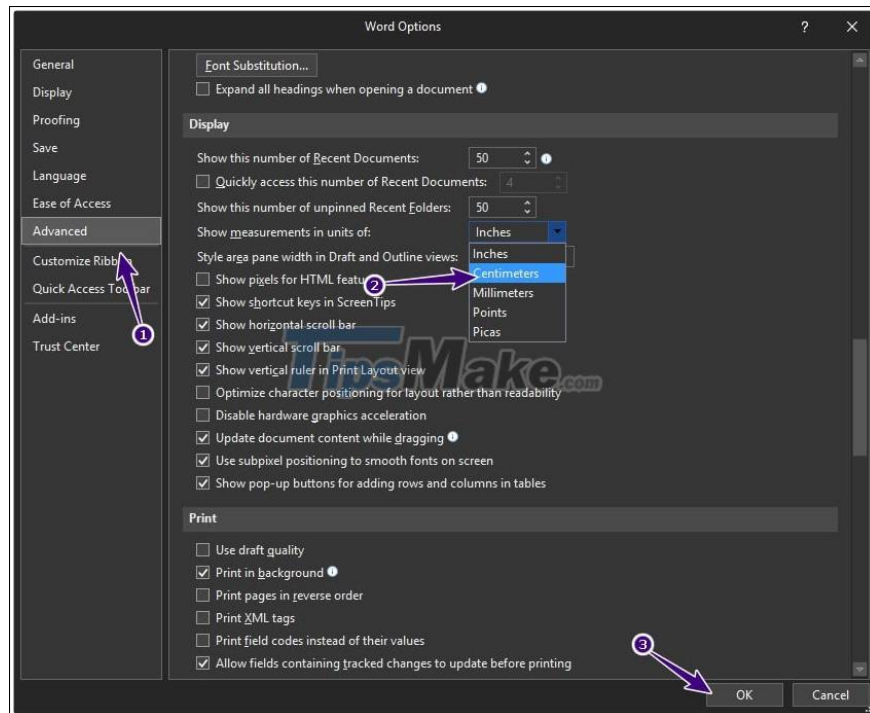
1. **Save AutoRecover information every:** Edit 10 phút as initial to 1 phút the time or when you want the file to be saved automatically.
2. **AutoRecover file location :** By default the **autosaved file** will be saved to Appdata, to change the save location to an easier-to-access folder. Click **Browse** and select the folder you find most convenient.



4. Change the unit of measure in Word, convert the unit from Inches to Cm

The default unit of measure for the Office suite will be Inches, and it's not as common as Centimeters(cm) => so we'll convert it back to the unit cm for it to be closer.

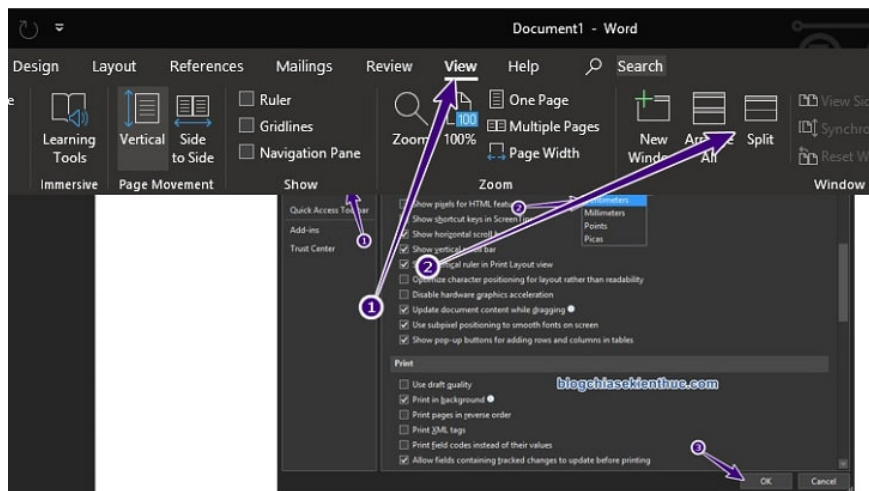
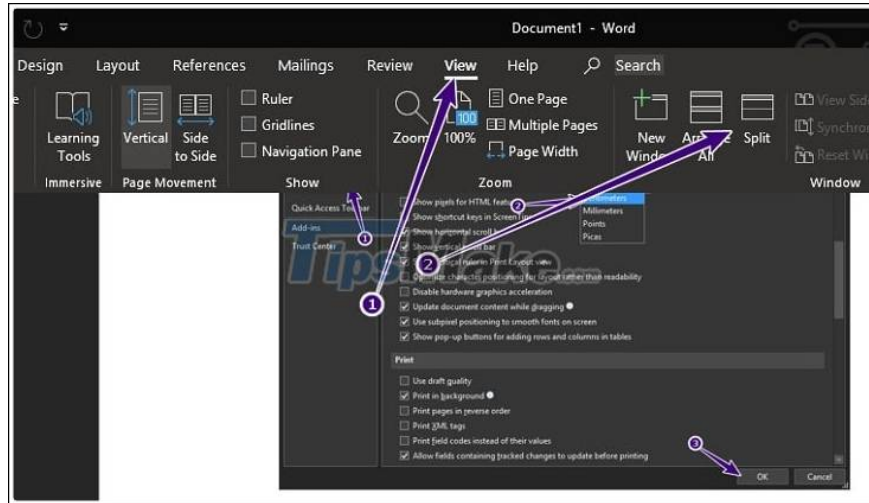
How To: Go back to the Options=> select Advanced=> go to the Display=> section and change it to Centimeters be done.



5. Split the work window on a document

Editing multiple parts on a document with one screen, one window will take time because you have to drag up and down to edit each part in different places.

How To: To make a document into two different windows, click View=> and select Split

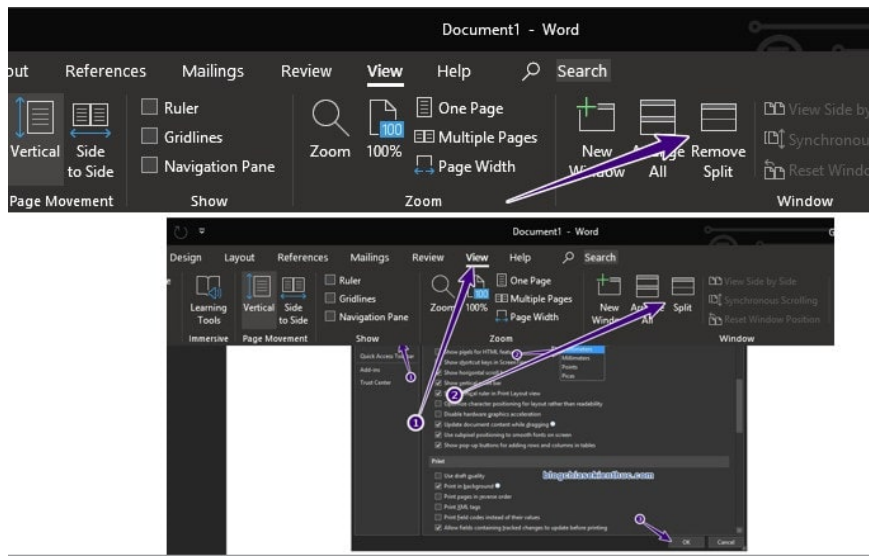
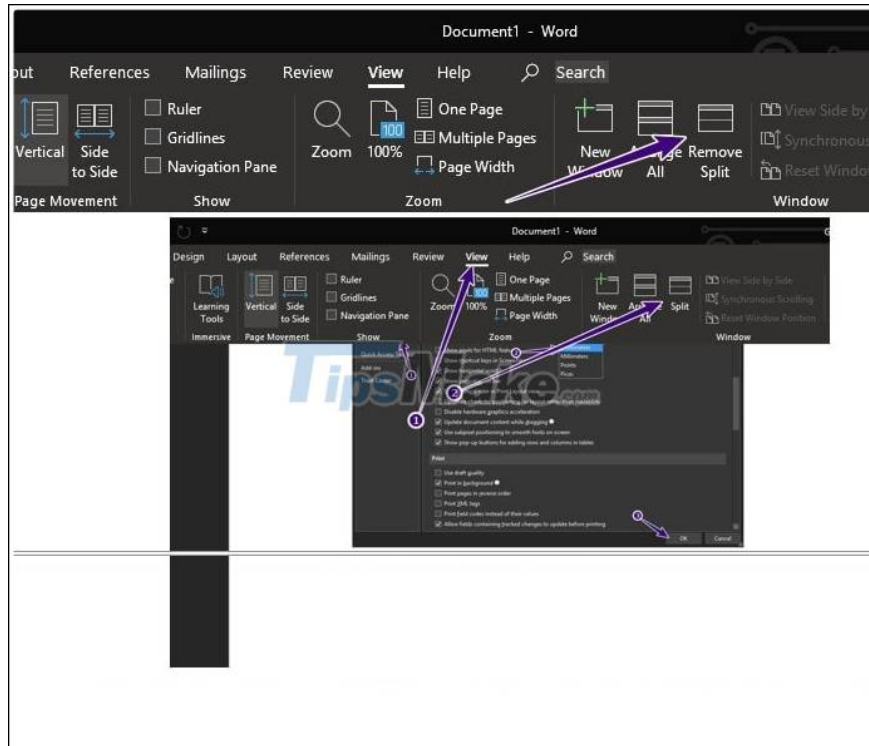


Chia đôi cửa sổ làm việc trên 1 tài liệu

Việc chỉnh sửa nhiều phần trên một tài liệu với một màn hình, một cửa sổ sẽ rất mất thời gian bởi bạn phải kéo lên kéo xuống để sửa từng phần ở các chỗ khác nhau. Để một tài liệu th

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Immediately the working screen will be divided into 2 parts above and below, to split after finishing work, click View=> and select Remove Split.



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Ngay lập tức màn hình làm việc sẽ được chia thành 2 phần trên và dưới, để bỏ chia sau khi là việc xong, kích vào **View => remove Split**.

6. Conclusion

Above are some small tweaks to help you work more efficiently with Office suite of applications. Hope this article will help you. Good luck !

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