

# The default settings should change on Microsoft Office

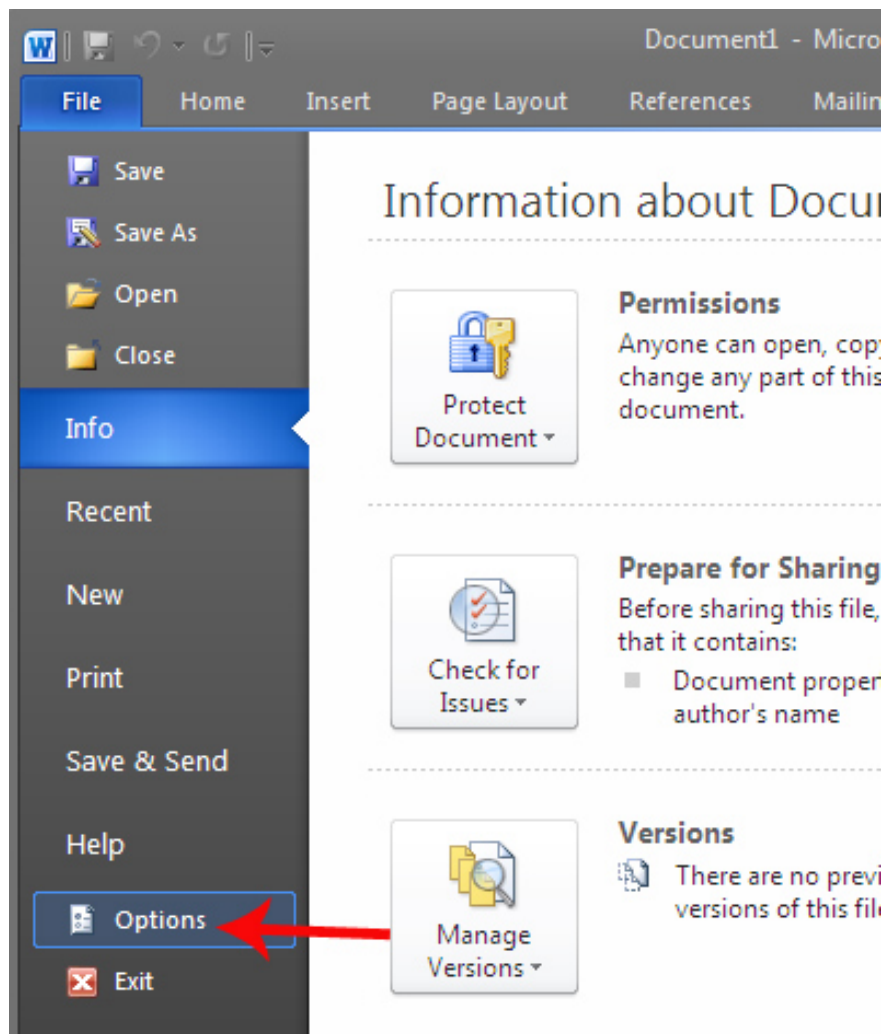
The default settings on Microsoft Office will sometimes not meet the needs of users. Therefore, you should change some of those settings to use more efficient office tools.

The Microsoft Office office suite is still the first choice for many people. However, some of the default settings on this office suite have not really met the needs of users. In the following article, we will introduce you some ways to increase efficiency when using the Microsoft Office toolkit, by changing the default and separate default settings on each tool Word, Excel and Power Point. .

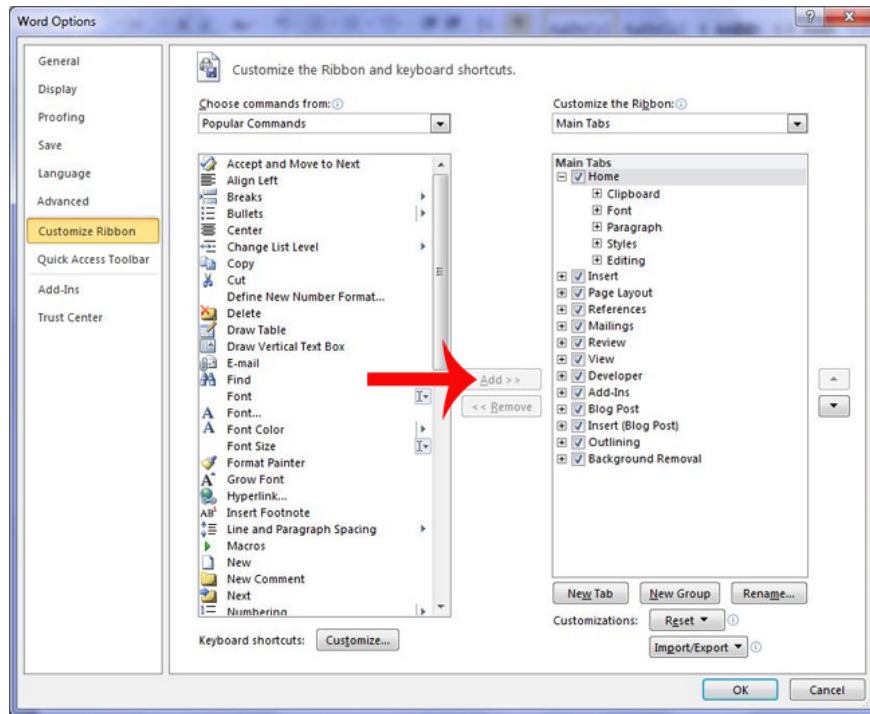
1. Complete guide Word 2016 (Part 1): Familiarize yourself with the Ribbon interface
2. Instructions on how to create frames in Word 2007, 2010, 2013, 2016
3. How to reopen Word, Excel or PowerPoint files when closed but not saved yet?

## 1. Customize the Ribbon:

The Ribbon is located at the top of the interface, which contains shortcuts and commands to perform all common operations. If you want to customize the Ribbon to display frequently used options, go to **File> Options> Custom Ribbon** .



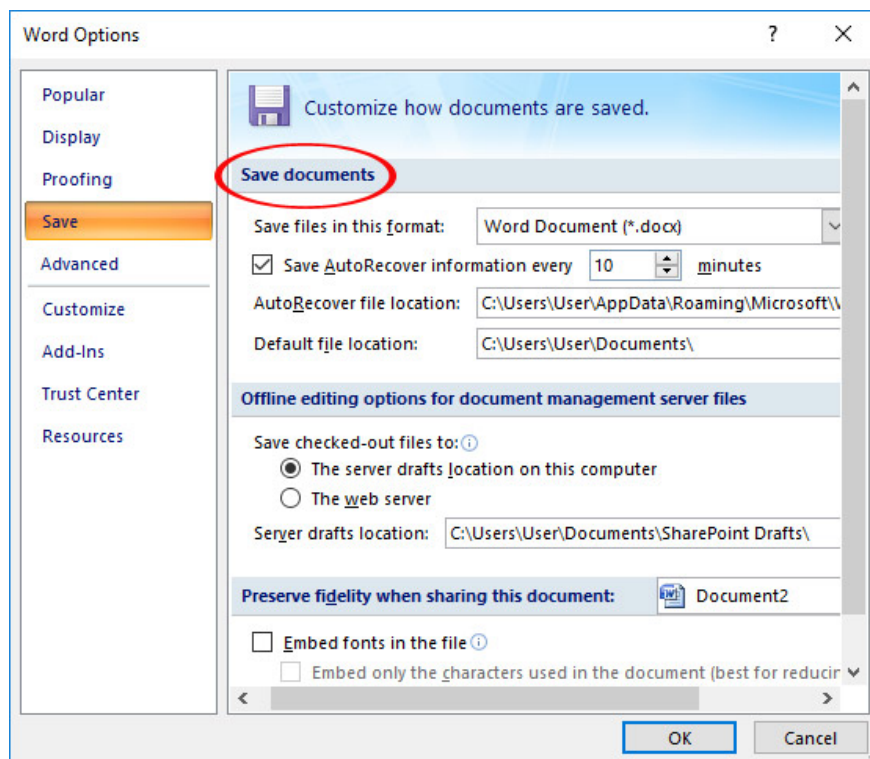
Next you will see the left interface is the commands available on Office, the far right column is the executable command on the Ribbon. We can click on the command on the left, then click **the Add button** to add it to the right column.



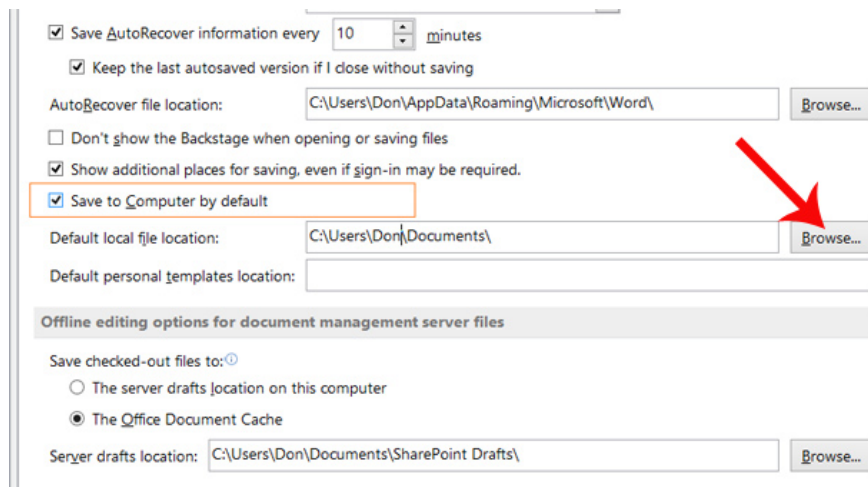
## 2. Customize the location to save the file:

Microsoft Office defaults to saving your file in the Documents folder on your computer. However, if the user wants to save the file straight into the frequently used folder, it can be changed again.

We go to **File > Options > Save > Save documents**.



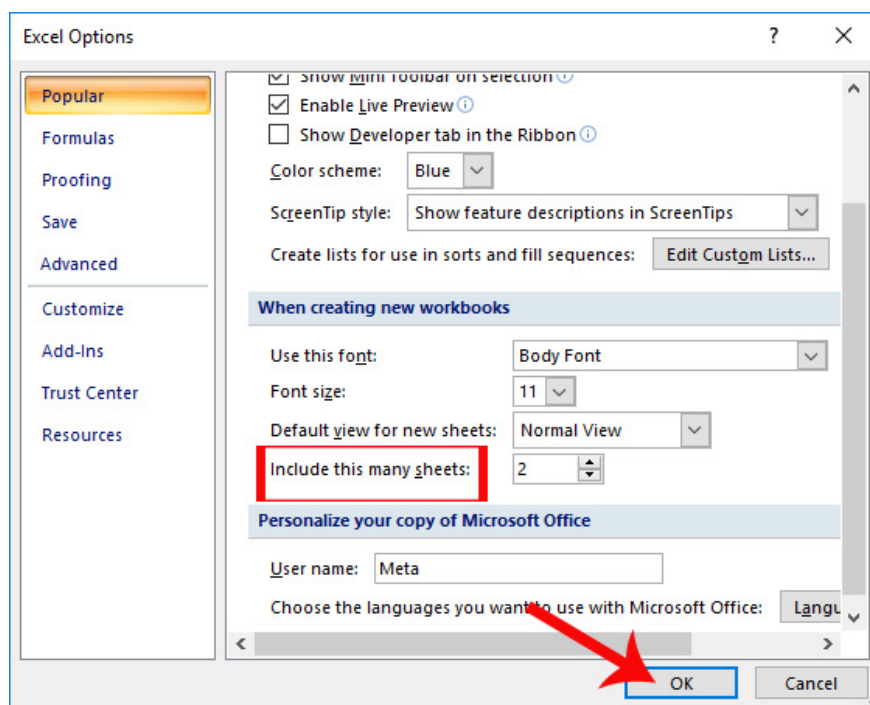
Next, select **Save to Computer by default** . At the **Default local file location** n, click the **Browse** button to change the location to save the new file you want to select. Finally click **OK** to save the new changes.



### 3. Number of spreadsheets on Excel:

By default Excel spreadsheet will be 3 tables, and Excel is capable of processing multiple spreadsheets on the same file. With this number 3 users can be comfortable in presenting their data. However, if there is a need to use more or reduce the number of spreadsheets on Excel, you may be able to take advantage of the multi-spreadsheet function.

Go to **File> Options** . Then on the **General** tab, go to the **When creating new workbooks** section Set **Include this many sheets** , we will **enter the number of spreadsheets we want to use but not more than 255 tables**. Then click **OK** .

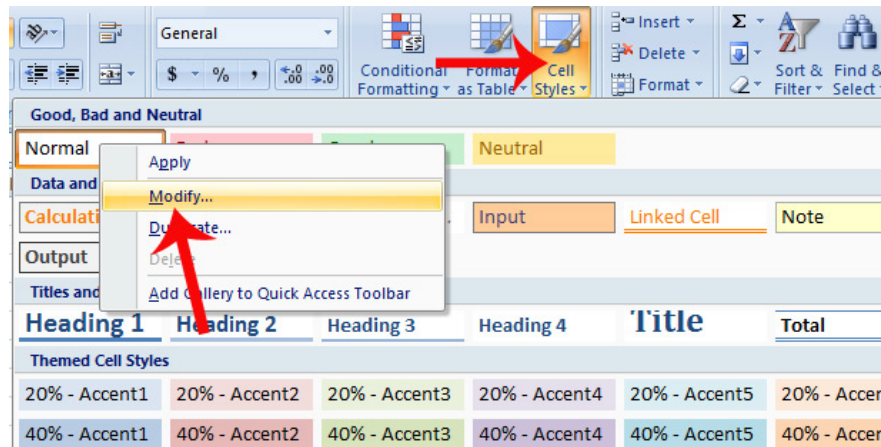


## 4. Break the line in Excel:

If in a cell, the text content exceeds the width of the cell, we cannot read the entire content. This case can be solved by disconnecting the text to make the content appear in a single cell.

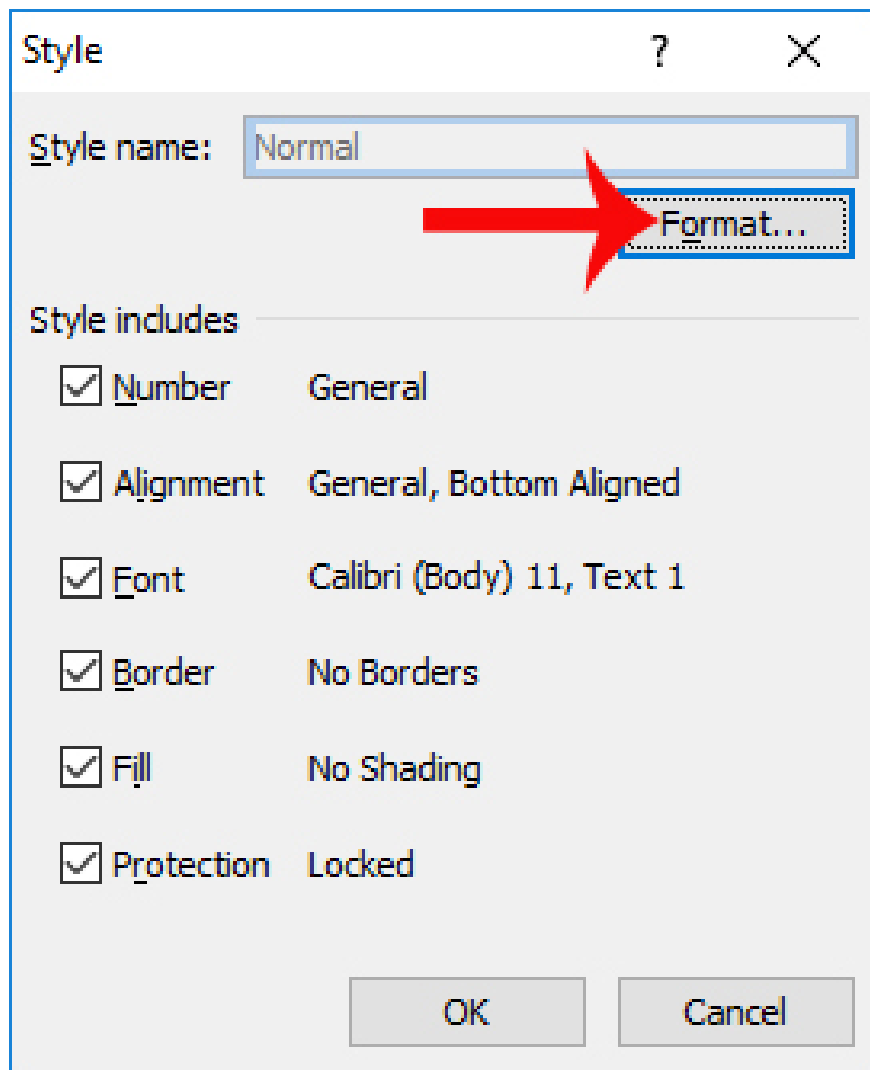
### Step 1:

First, we click the **Home tab** on the Ribbon and select **Cell Styles** within the Styles group. Next right-click on **Normal** and select **Modify** .

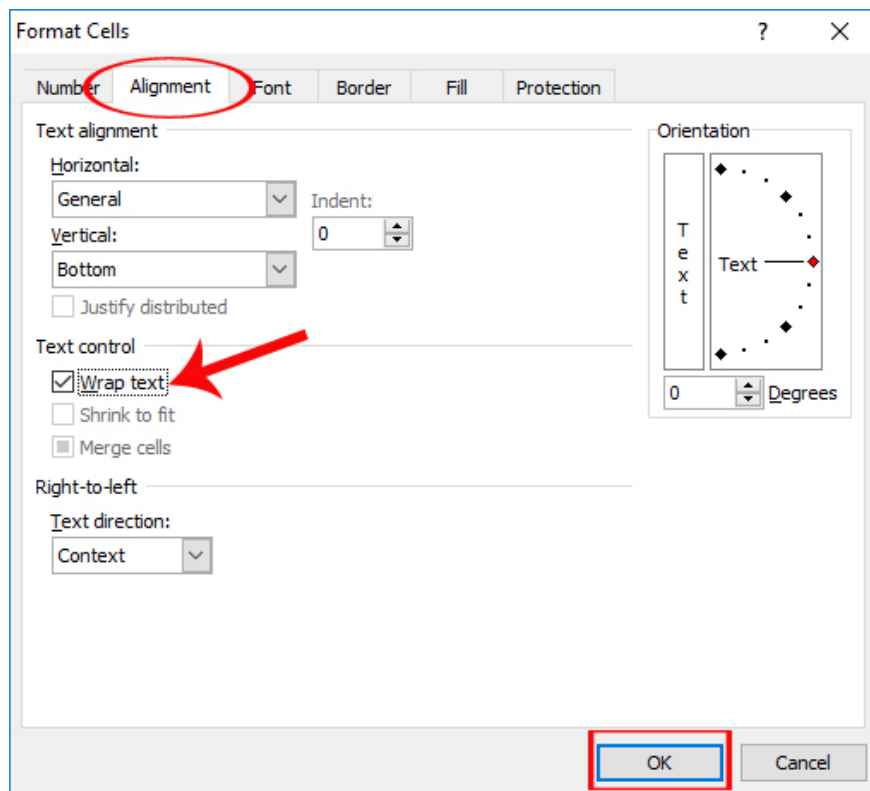


### Step 2:

In the small Style interface, click the **Format** button.



Next, click **Alignment tab** and select the **Wrap text** item. Click the **OK** button to save. So the current Excel file will no longer have a status of not displaying the entire text in a single cell.

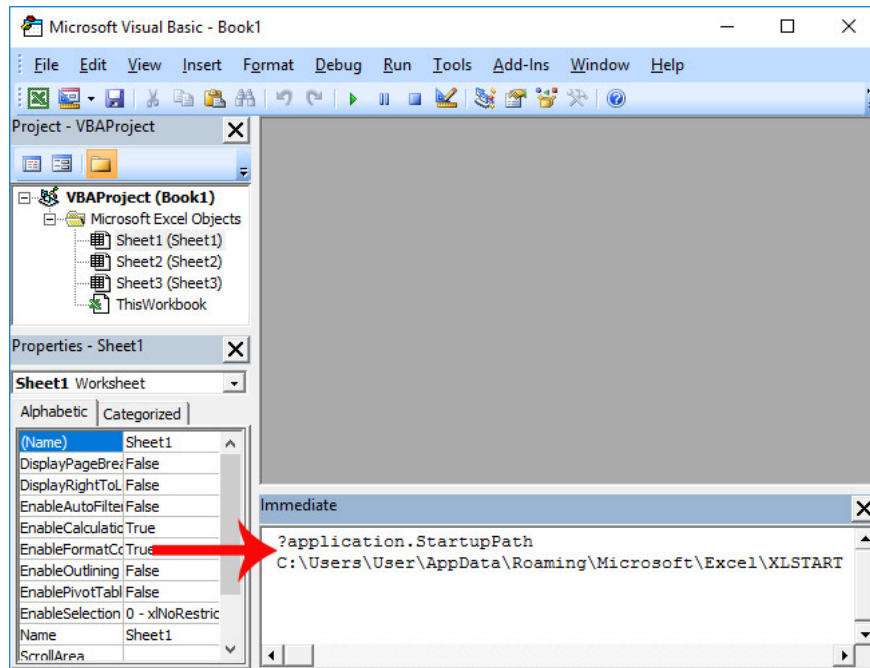


### Step 3:

If you want to apply to all Excel files opened later, we will use the Excel Template file.

In the Excel interface, press **Alt + F11** to open the VBA editor. At the new interface, press **Ctrl + G** and enter the command line **? Application.StartupPath** and press **Enter**.

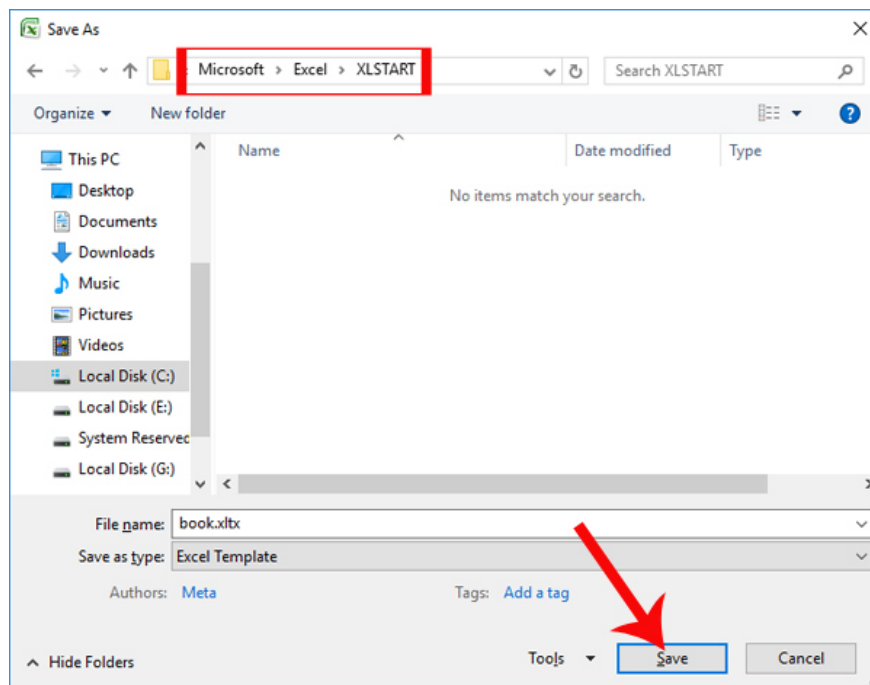
The path to Excel's startup folder will appear immediately below.



#### Step 4:

Next click **File> Save as** . Name this file **book** . In the Save as type section, select **Excel Template** .

Navigate to the boot directory path Excel found above and save this Excel Template file as shown below. Thus new spreadsheets will later use this Excel Template file.



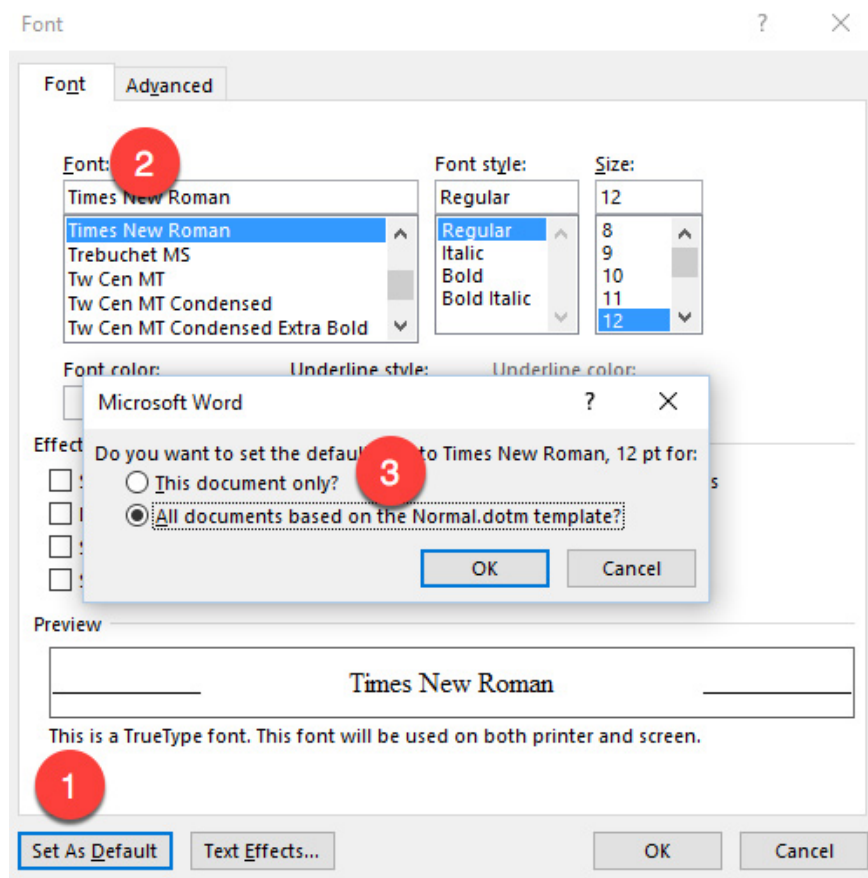
#### 5. Change the default Word font:

Word's default font changes from Times New Roman to Calibri in versions. But Word also supports users can change the default font.

We click the **Home tab** on the Ribbon and then press **Ctrl + D**.

The Font custom dialog box appears. Here, we will change the font, font, font size as you like. When satisfied, click the **Set As Default** button and select **All documents based on the normal template?** .

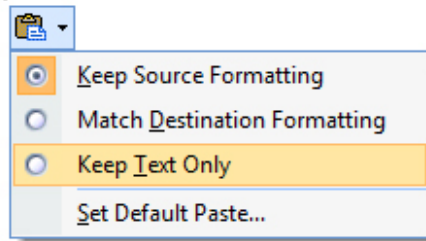
Finally click **OK** to save.



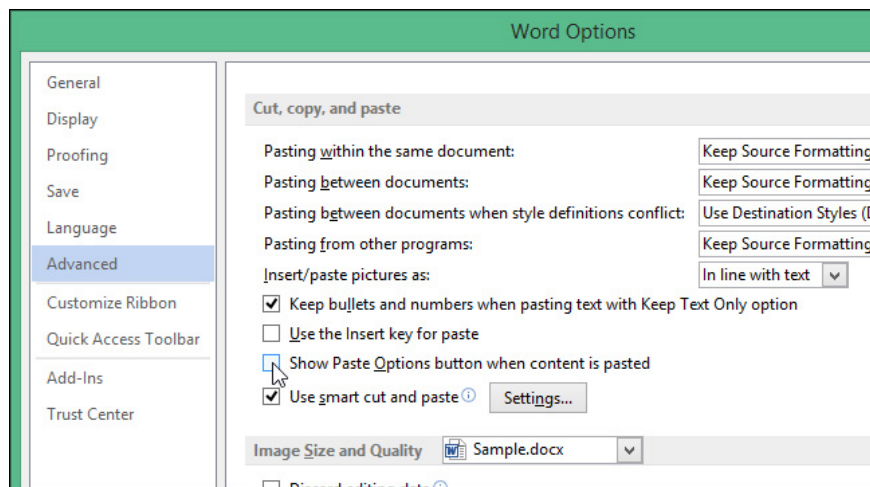
## 6. Turn off the Paste Options dialog box in Word:

When we paste something into Word, the Paste Options options dialog will automatically appear so you can choose to format the text you want to paste as shown below.

(Paste Options)



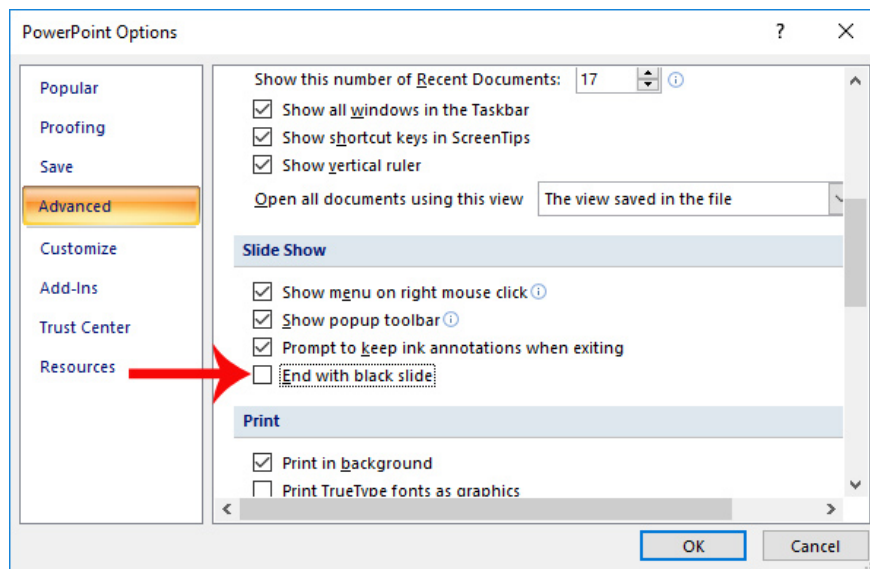
If you want to disable this option, go to **File> Options> Advanced** . Find the **Cut, copy, and paste** group options. Here the user will **uncheck at Show Paste Options button when content is pasted** and then click the **OK** button.



## 7. Turn off the black screen slide when finished on PowerPoint:

By default when presenting all content, the final slide will be a black screen with the words End of slide show, click to exit. There are quite a few users who feel uncomfortable with the black screen announcing this end on PowerPoint.

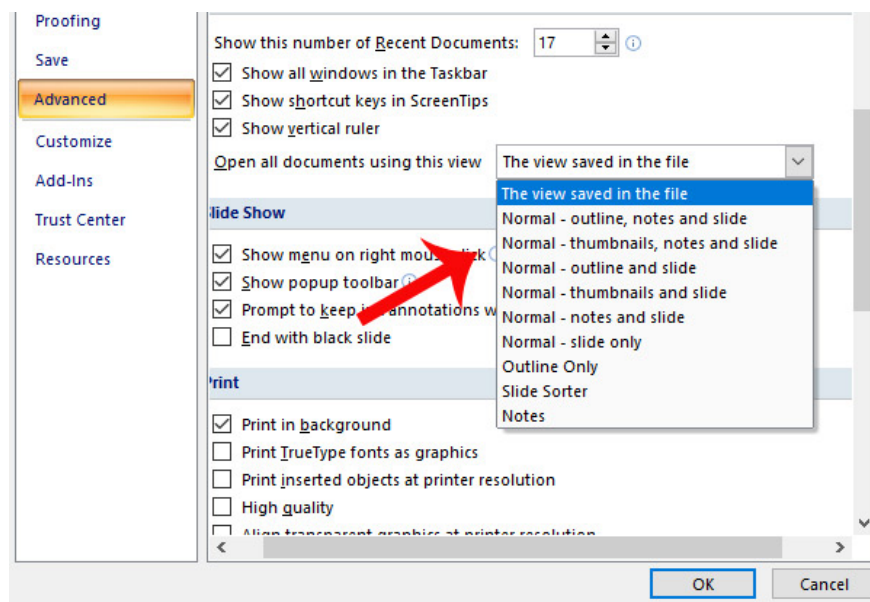
To turn off this black screen, follow the **File> Options> Advanced** link . Find the **Slide Show** group and **remove the checkmark at End with black slide** . Click **OK** to save the changes.



## 8. View mode when opening PowerPoint files:

When you open a PowerPoint file, the view is always the default from the moment you save the file. We can change this default view so that PowerPoint automatically applies the view according to the user selects.

We click **File > Options > Advanced**. Find the **Display** group and select the view you want to use at the **Open all documents** drop-down menu **using this view**. Finally click **OK** to save.



These are some of the common custom changes on the Microsoft Office office suite, as well as specific changes to the three tools Word, Excel and PowerPoint. Hopefully with these changes, users will save time and work in the process, as well as improve work efficiency.

I wish you all success!

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