Customizing Excel

Modifying basic Excel options

• You can customize the way Excel looks and performs. To do this click on the **File Tab** and within the drop down list displayed click on the **Options** button.



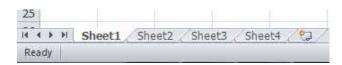
• This will display the **Excel Options** dialog box.

cel Options				? 🗙
General Formulas Proofing Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	General options for User Interface options Show Mini Toolbar on sel Enable Live Preview G Color scheme: Silver ScreenTip style: Show featu When creating new workbooke Use this font: Font size: Default view for new sheets: Include this many sheets: Personalize your copy of Micro User name: Dave	ection ① re descriptions in ScreenTips s Body Font 11 Normal View 3	•	
			ОК	Cancel

• You can use this to customize items such as the type of font used, the font size used and the number of worksheets displayed within a new workbook. Try altering the number of worksheets contained within a new workbook to 4 rather than 3.

Customize Ribbon Quick Access Toolbar	When creating new workbooks	;	
Add-Ins	Use this fo <u>n</u> t: Font size:	Body Font	•
Trust Center	Default <u>v</u> iew for new sheets: Include this many <u>s</u> heets:	Normal View	

Close the dialog box and press Ctrl+N to create a new workbook. You should see 4 worksheets, as illustrated.



- Close the new workbook without saving any changes you have made.
- Reset the default for new workbooks, back to **3 worksheets per workbook**.
- Re-open the **Excel Options** dialog box and view the **General** options. Towards the bottom of the dialog box you will see a section allowing you to personalize your copy of Microsoft Office. If there is no name displayed here, insert your name. If someone else's name is displayed, replace it with your name. This '**user name**' information can be used by many application programs to automatically insert your details in to a document.

Customize Ribbon	When creating new workbooks
Quick Access Toolbar	Use this font: Body Font
Add-Ins	Font size: 11
Trust Center	Default view for new sheets: Normal View Include this many sheets: 4
	Personalize your copy of Microsoft Office User name: David Murray

• Click on the **Save** tab (displayed down the left side of the dialog box).

cel Options							
General Formulas	Customize how workbooks are saved.						
Proofing	Save workbooks						
Save	Save files in this format: Excel Workbook						
Language Advanced	Save AutoRecover information every 1 Keep the last Auto Recovered file if I close without saving AutoRecover file location: C:\Users\Dave\AppData\Roaming\Microsoft\Excel\						
Customize Ribbon	Default file location: C:\Users\Dave\Documents						
uick Access Toolbar	Save date and time values using ISO 8601 date format (may limit precision) 🕕						
dd-Ins	AutoRecover exceptions for: K Book2						
Trust Center	Disable AutoRecover for this workbook only						
	Offline editing options for document management server files						
	Save checked-out files to: ① ⑦ The server drafts location on this computer ③ The Office Document Cache						
	Server drafts location: C:\Users\Dave\Documents\SharePoint Drafts\ Browse						
	Preserve visual appearance of the workbook						
	Choose what colors will be seen in previous versions of Excel: ①						

You can use this page to set the default folder location to be used when saving your workbooks. Make a note of the path displayed within the **Default file location** section.

Default file location:

C:\Documents and Settings\David Murray\My Documents

Change this to **C**:\ and then click on the **OK** button, which will mean that in future Excel will, by default, open files from the root folder and also save files to the root folder.

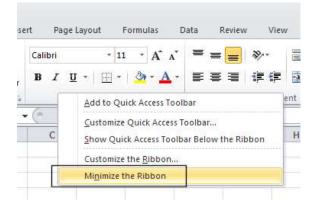
To see the effect of the new default folder location, press **Ctrl+O** to display the **Open** dialog box. You will notice that by default the root folder is displayed (C:\).

Use the method outlined above to reset the default folder back to its original location.

- As you can see there are lots more useful options that you can customize to make your use of Excel easier and more productive. If you have time investigate some of the other customization options available.
- Close the dialog box before continuing.

Minimizing the Ribbon

 Sometimes you want 'more writing space'. To help achieve this you can right click over the Ribbon and from the popup menu displayed, click on the Minimize the Ribbon command.



• The Ribbon display will change from this.

Ģ.	A Cat Ga Cons - J Fermit Pa		antes B Z	ų -	*)# *	- A - A	- 10	 9 (F	5 H	a fed ge à Cantar -	5	 54.0	Tenderse Providence	Parast a Tare	Call Themes	101-	Dente P	E Antohan *	toria toria	
	H(20	•	6		1		1	 				 		-				 		

To this.

the state in the second state	of Pagelanus, Formani Da	to forein these		- 0 -
H20 -				
ALC: NOT THE	C 0 8	7 3 H H	E K E M N	0 F 0 F 3 T

• To display the Ribbon again, right click over any of the tab commands and from the popup menu displayed, re-click on the **Minimize the Ribbon** command (to remove the tick).

ayout	<u>Customize</u> Quick Access Toolbar	
fx	Show Quick Access Toolbar Below the Ribbo	n
D	Customize the Ribbon	
V	Minimize the Ribbon	

AutoCorrect options

- Microsoft Excel 2010 has an AutoCorrect facility that allows common typing errors to be automatically corrected. For instance if you type in 'teh' instead of 'the', Microsoft Excel will automatically correct your spelling error.
- To open the **AutoCorrect** dialog box, click on the **File Tab** (top-left of your screen). Click on the **Options** side tab.



• Click on the **Proofing** option, and then click on the **AutoCorrect Options** button.

General	Change how Excel corrects and formats your text.	
Proofing	AutoCorrect options	
Save	Change how Excel corrects and formats text as you type:	
Language	When correcting spelling in Microsoft Office programs	
Advanced	Ignore words in UPPERCASE	
Customize Ribbon	Ignore words that contain num <u>b</u> ers	
Quick Access Toolbar	☑ Ignore Internet and file addresses	
Add-Ins	Flag repeated words	
	Enforce accented uppercase in French Suggest from main dictionary only	
Trust Center	Custom Dictionaries	
	French modes: Traditional and new spellings	
	Spanis <u>h</u> modes: Tuteo verb forms only	
	Dictionary language: English (Australia)	

This will display the AutoCorrect dialog box.

itoCorrect	AutoFormat As You Type	Smart Tags	Math AutoCorrect
	notor officer to rote type	ondire rugo	hadrinatocorrect
Show Au	utoCorrect Options buttons		
Correct	TWo INitial CApitals		Ć-
Capitaliz	e first letter of <u>s</u> entences		Exceptions
	e names of days		
	accidental use of cAPS LOC	Klow	
		n key	
	text as you type		
Replace:	<u>W</u> ith:		
(c)	©		*
(e)	€		
(r)	®		
(tm)	714		
	(***)		*
		Add	Delete
		Auu	Delete

- As you can see this has a number of options such as the ability to correct words where you have accidentally typed in the first two letters in capitals. It will also automatically capitalize the first letter within a sentence and also the first letter within a table cell and the days of the week. A very useful feature is to automatically correct the effect of accidentally pressing the **Caps Lock** key.
- In the lower part of the dialog box is a scrollable section which tells you what Microsoft Excel will act on and change automatically.
- Add some words that you commonly spell incorrectly, into the **Replace** section of the dialog box, along with the correct spelling in the **With** section of the dialog box.