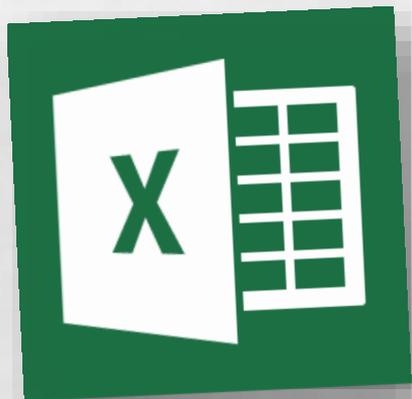


Microsoft Office

Setting up Excel 2013



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Setting up Excel 2013

- Hello and welcome to **Setting up Excel 2013**. This short video will walk you through some of the changes you may wish to make to your default settings of Excel before you begin creating spreadsheets.



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- So now you've been upgraded to Excel 2013, and while your files were not affected, several of your settings and defaults in Excel have probably changed.



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- Some of this is due to changes and new features from Microsoft, and some of this is due to how the upgrade process works.



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- Regardless of the reason, let's take a look at how to fix and change some of the most common default settings in Excel 2013.



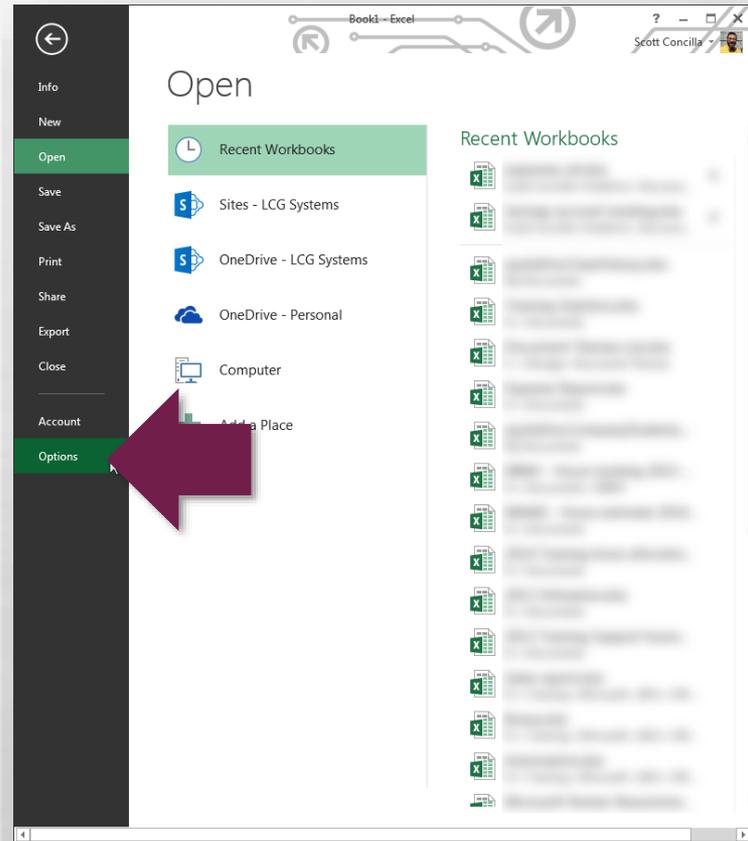
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- Most of the settings we are going to look at today can be found in the **Excel Options** dialog box.



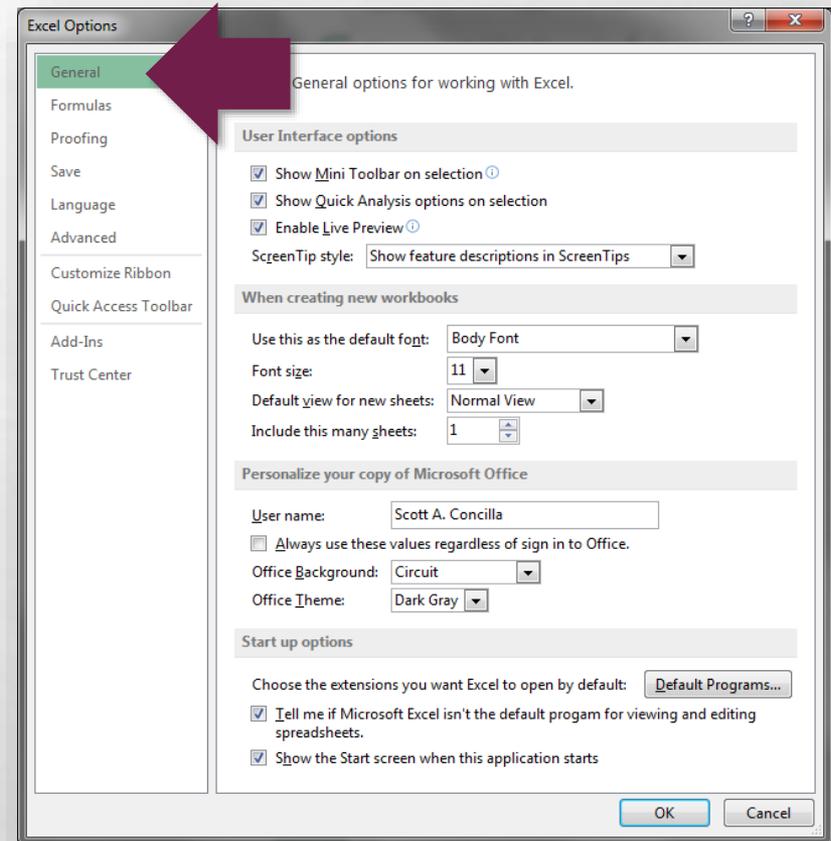
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- To open this dialog box, select the **File** tab, and then click the **Options** option at the bottom of the list.



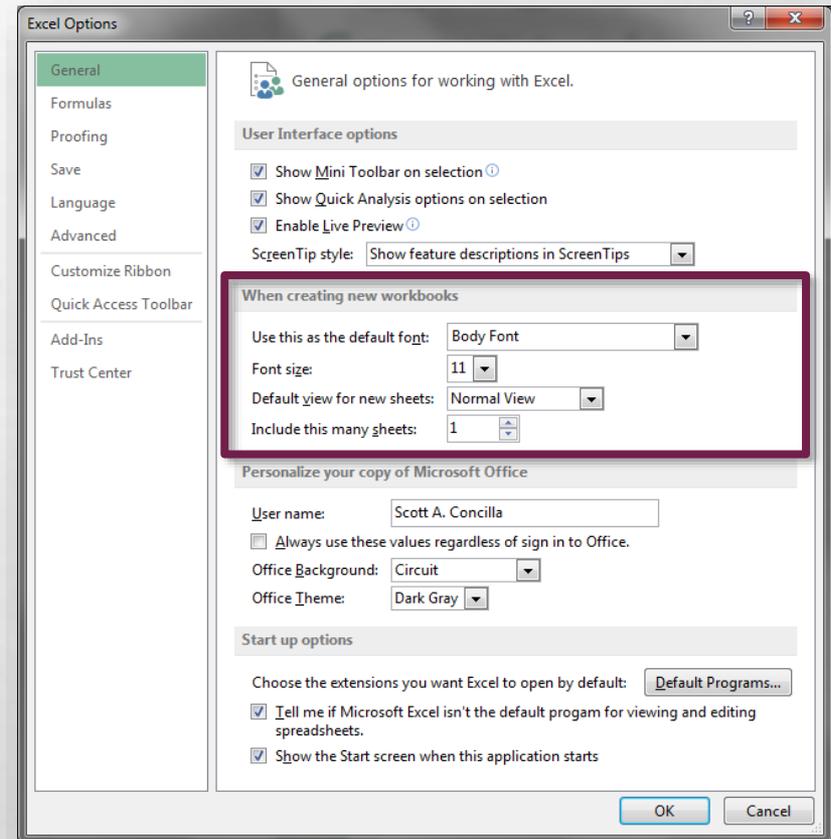
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- The **Excel Options** dialog box displays with the **General** tab visible.



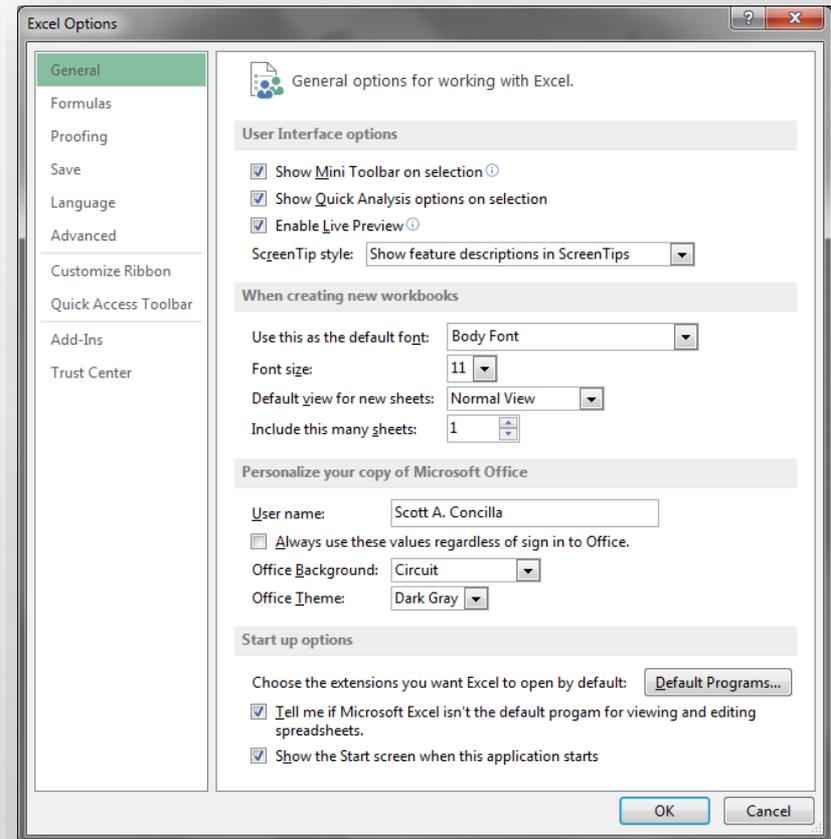
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- In the **When creating new workbooks** section in the middle, you can set the default font and the number of blank worksheets for all new workbooks.



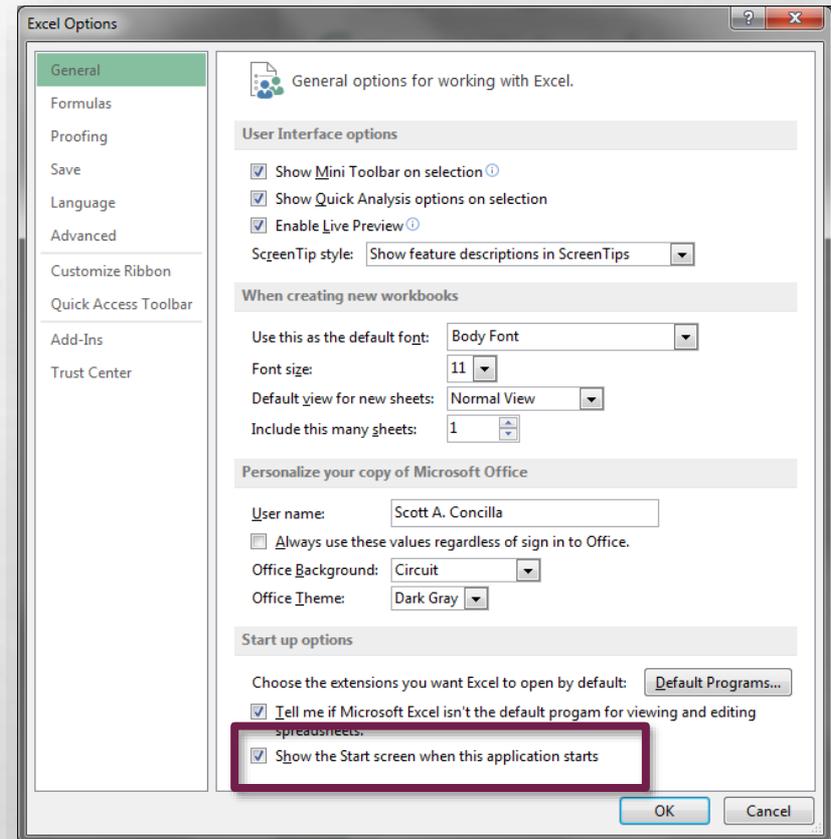
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- Excel, as well as all of the other Office 2013 applications, initially displays a Start screen instead of going directly to a blank workbook.



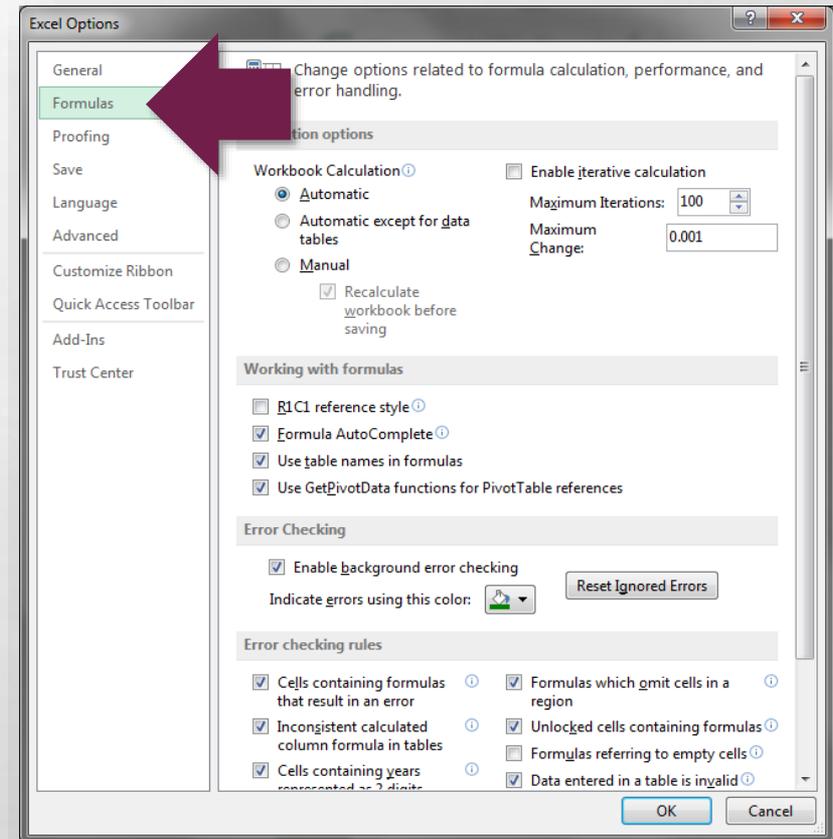
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- If you would like to go directly to a blank workbook when starting Excel, uncheck the **Show the Start screen when this application starts** option at the bottom.



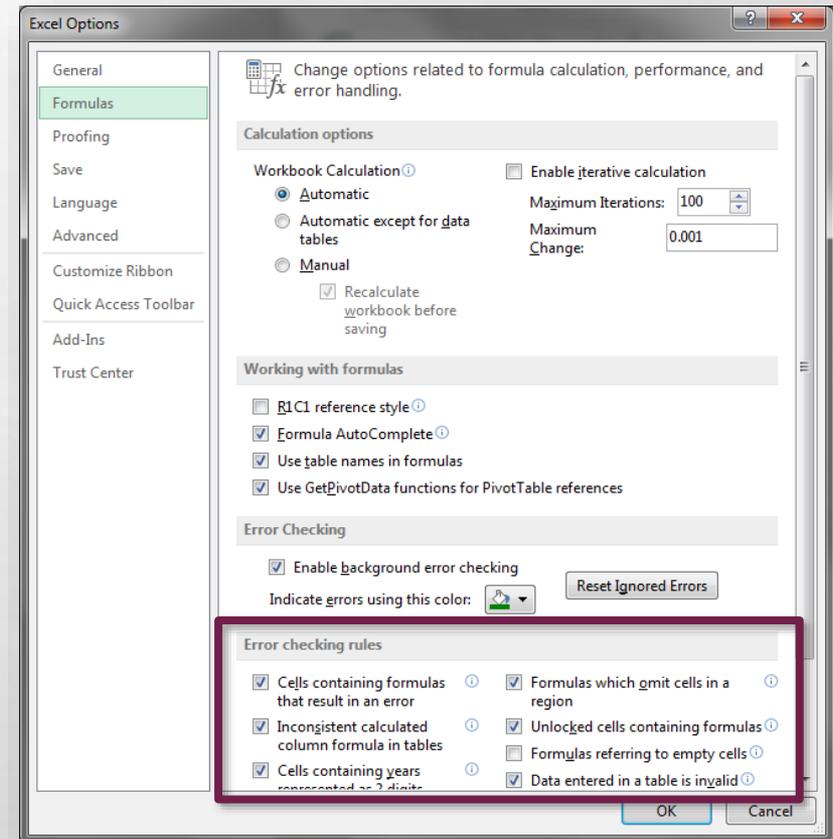
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- Let's move on to the **Formulas** tab of the **Excel Options** dialog box.



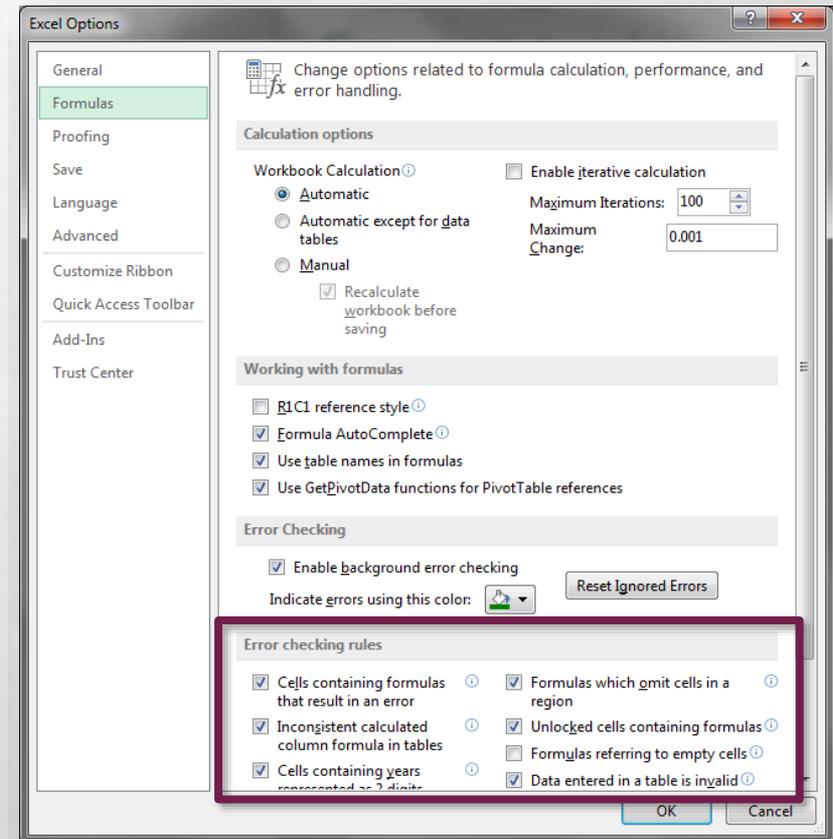
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- Specifically, let's look at the **Error checking rules** section near the bottom.



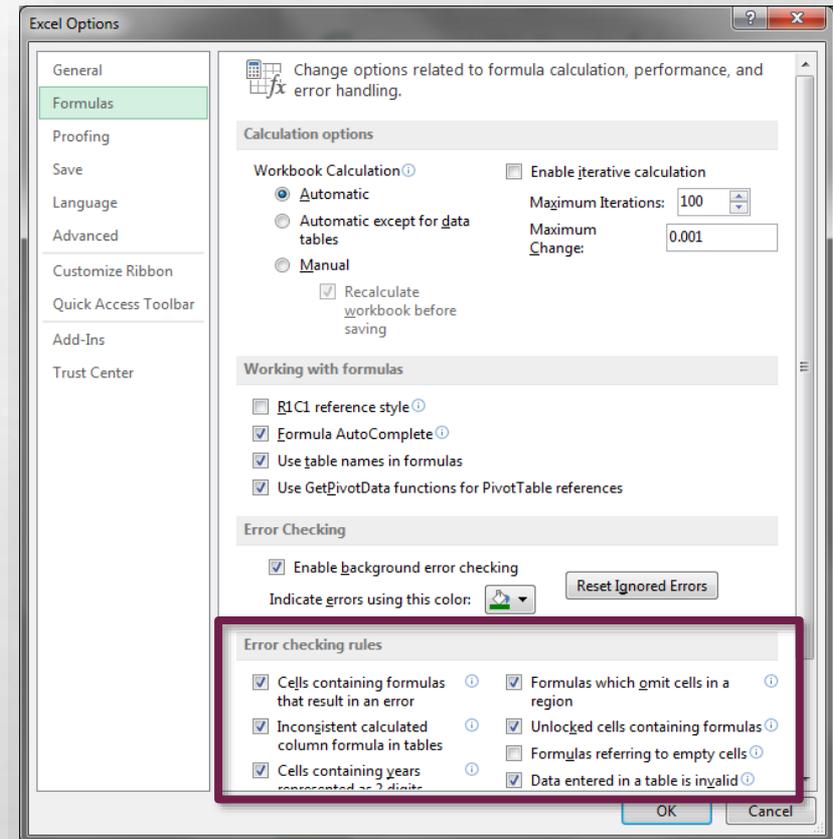
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- Excel displays a variety of different indicators on a worksheet when it thinks you've made a mistake.



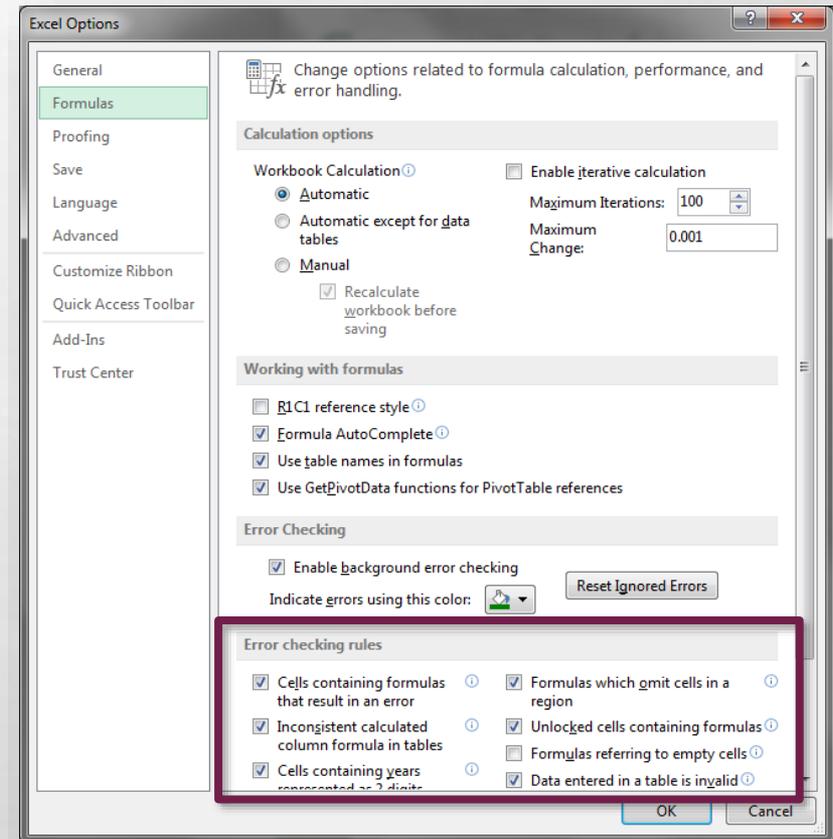
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- If you don't want to see certain "errors" flagged with these symbols, you can disable them in this section.



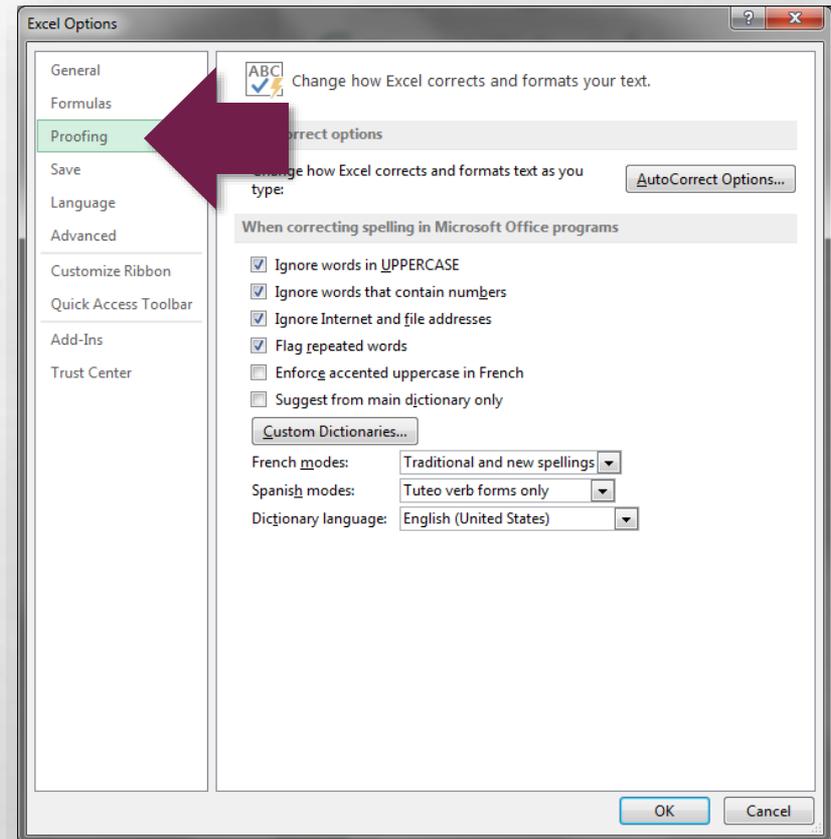
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- Select or unselect the options you desire. You can also click the information symbols for help with each option.



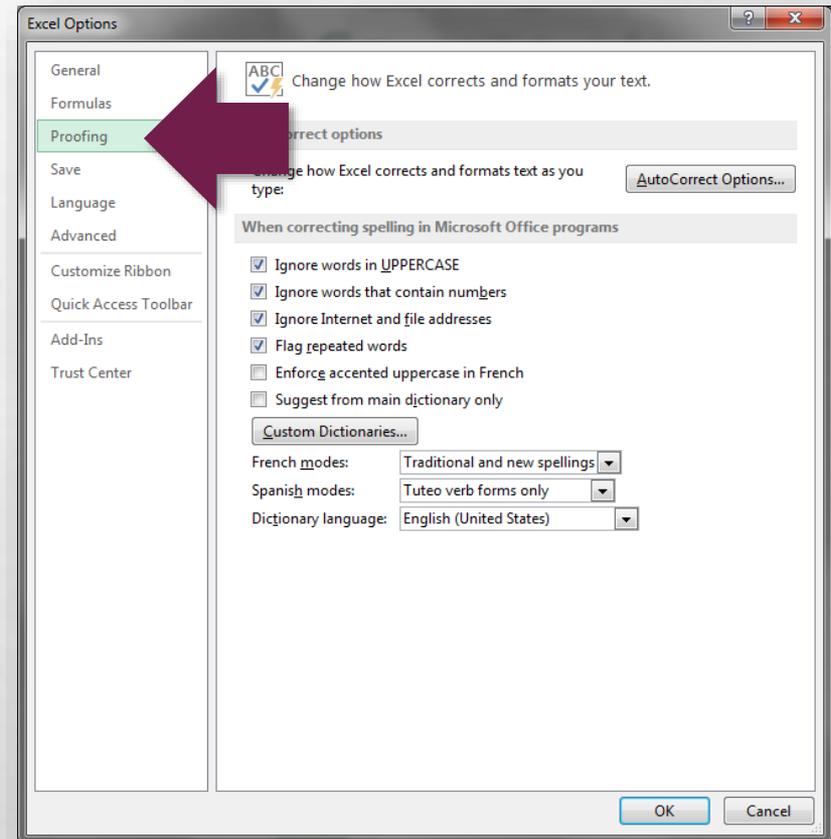
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- Now let's move on to the **Proofing** tab.



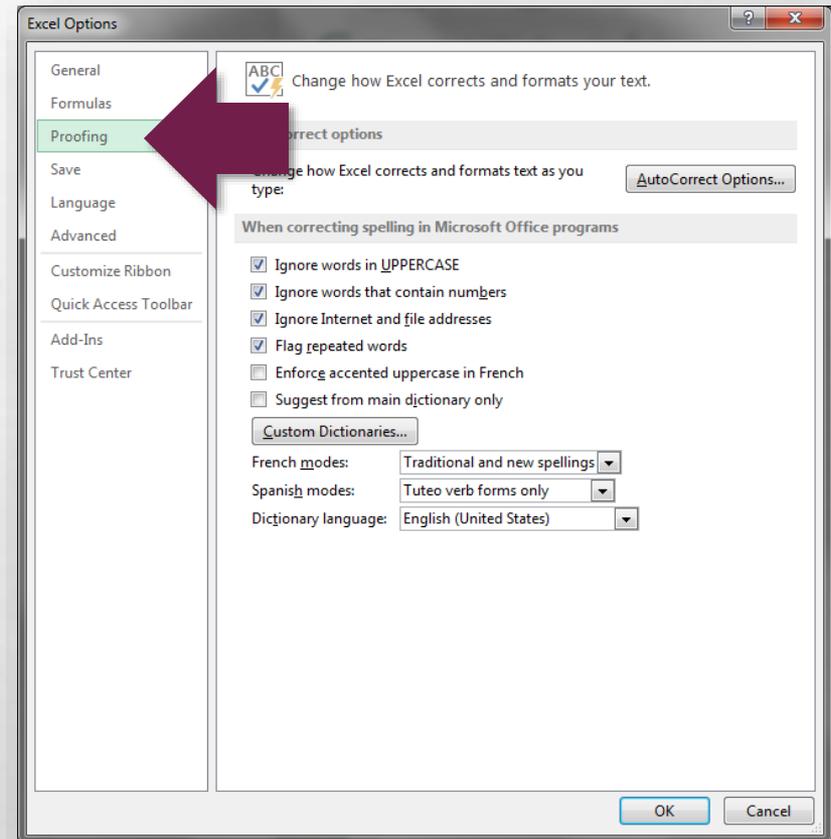
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- As you're probably aware, Excel has a habit of changing a lot of things automatically while you're typing.



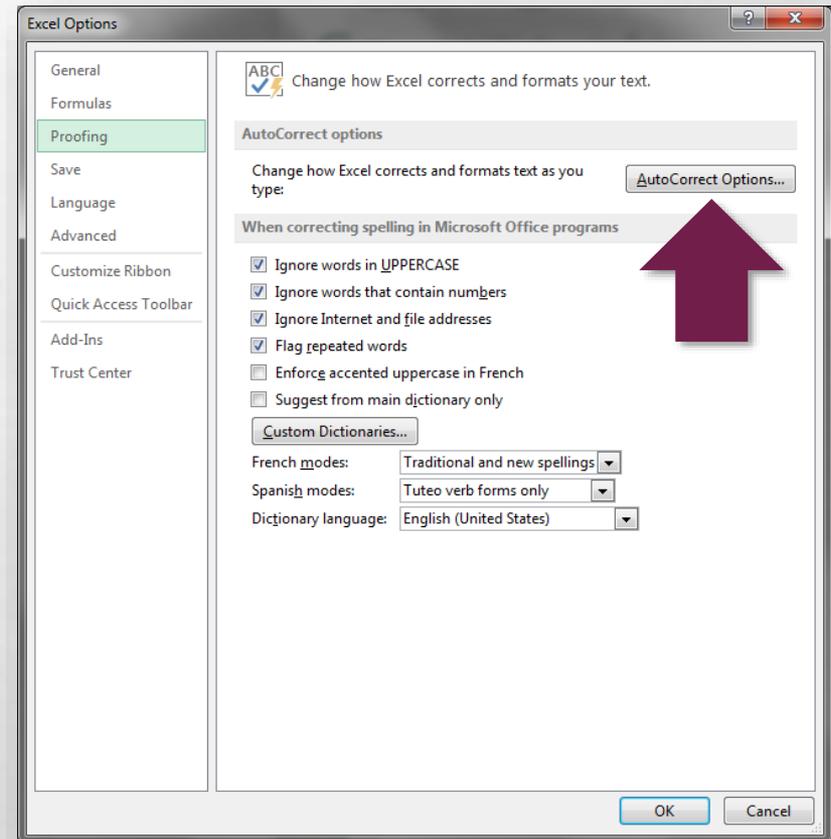
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- Some of these “corrections” are very helpful, and some of them are downright intrusive and annoying.



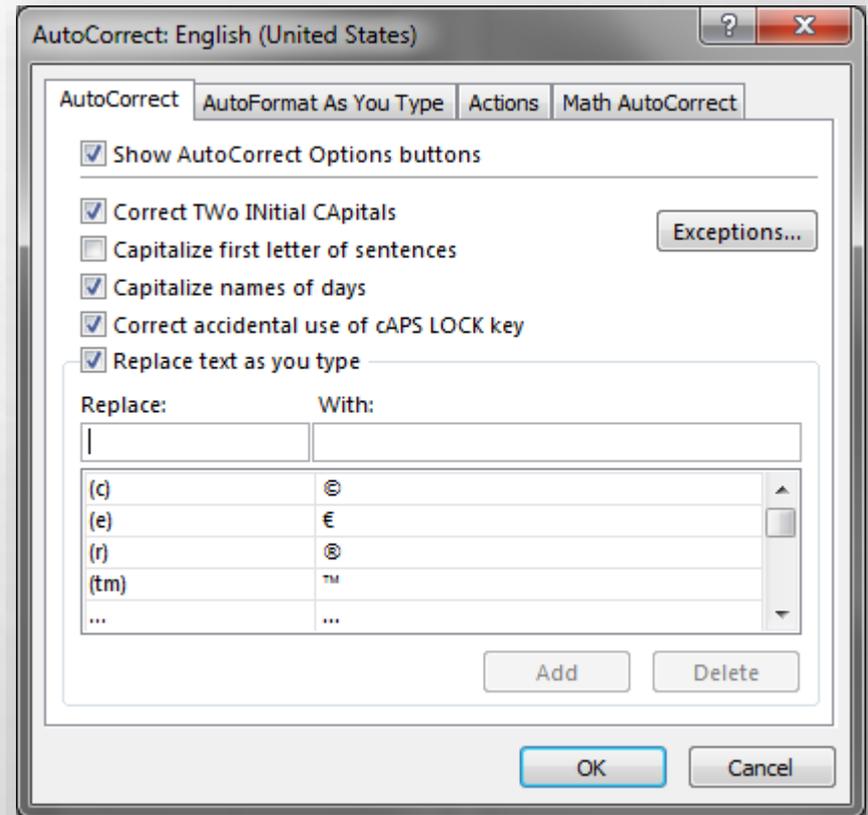
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- At the top of this section, click the **AutoCorrect Options** button in the upper right hand corner.



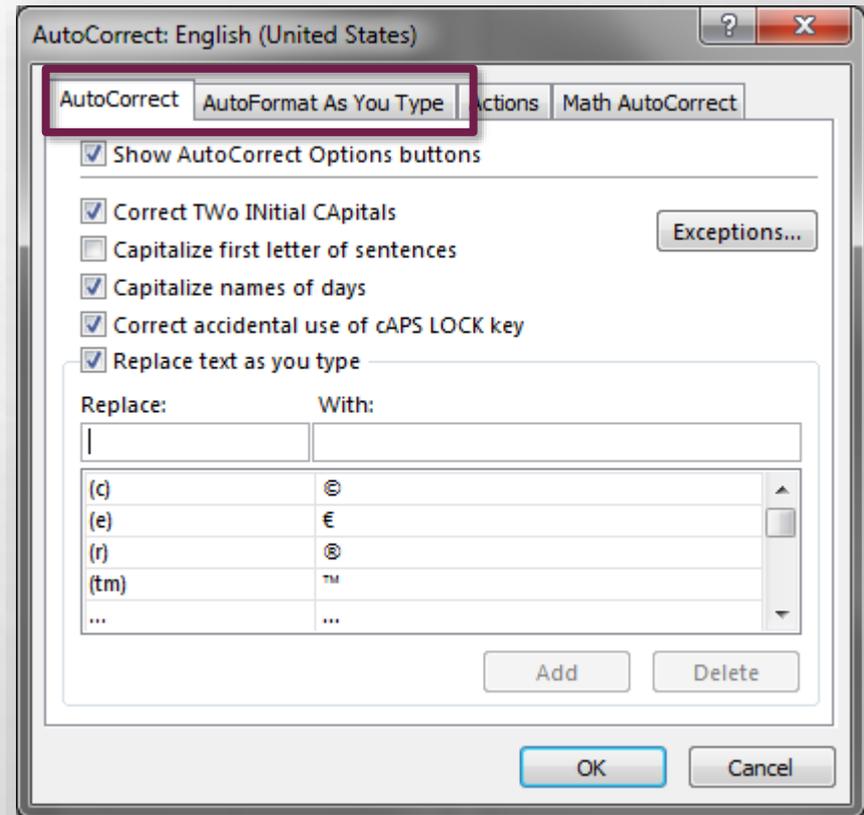
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- The **AutoCorrect** dialog box displays.



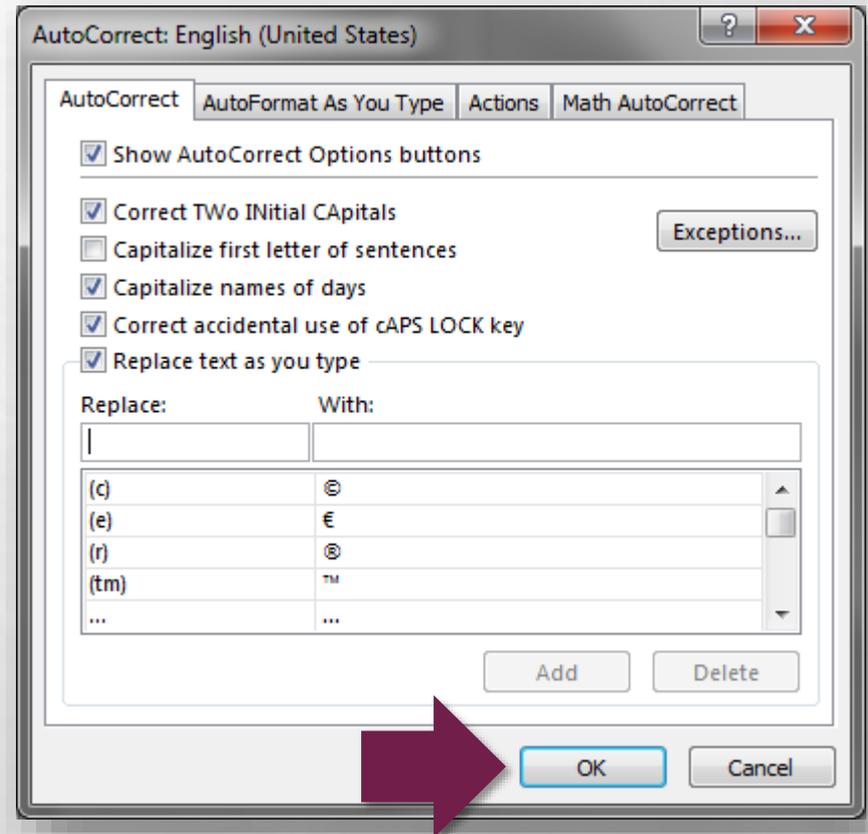
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- This dialog box has four tabs, however right now, you only need to worry about the following two tabs:
 - AutoCorrect
 - AutoFormat As You Type



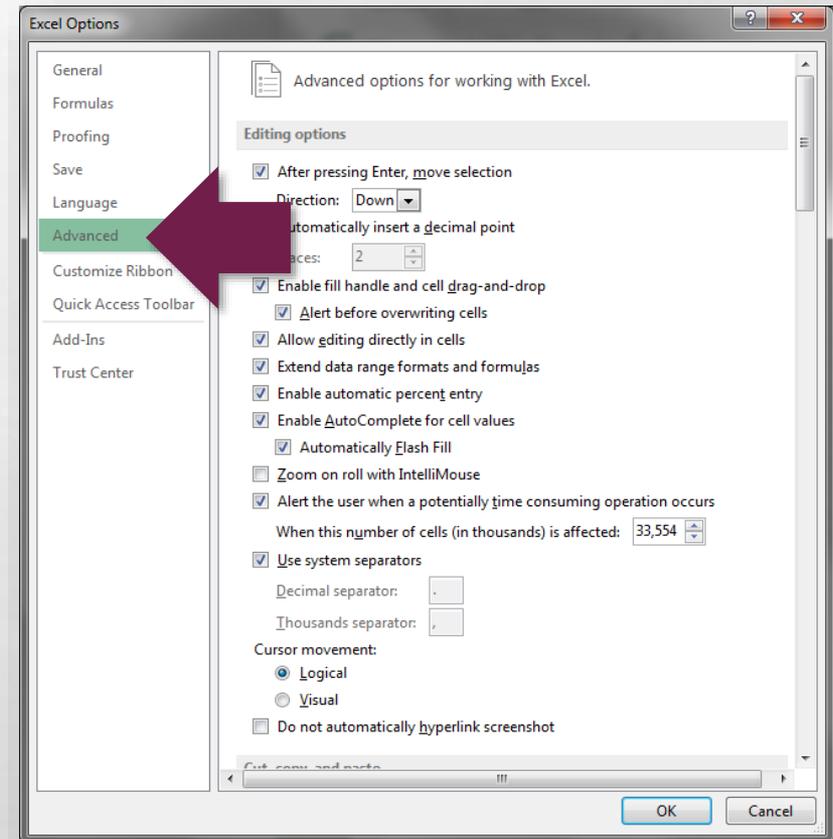
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- Go through these two tabs and deselect any automatic behaviors, corrections, or actions you don't want.
- Click the **OK** button at the bottom when you're finished.



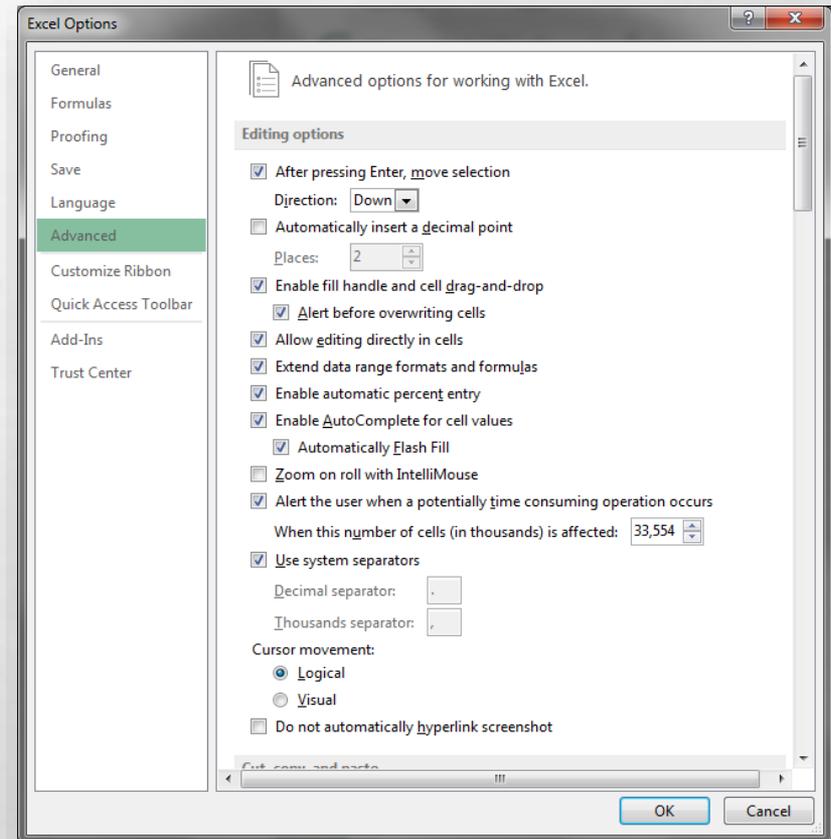
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- Lastly for the **Excel Options** dialog box, let's take a look at the **Advanced** tab.



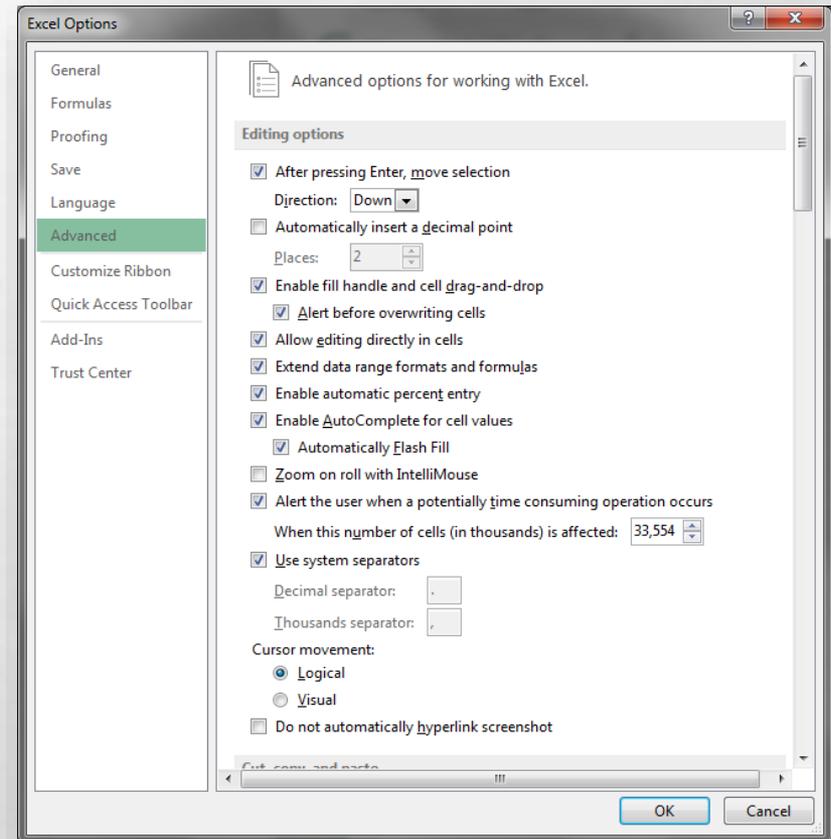
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- There are quite a few settings on this tab.
- Browse through the various sections and options and see if there is anything you wish to change.



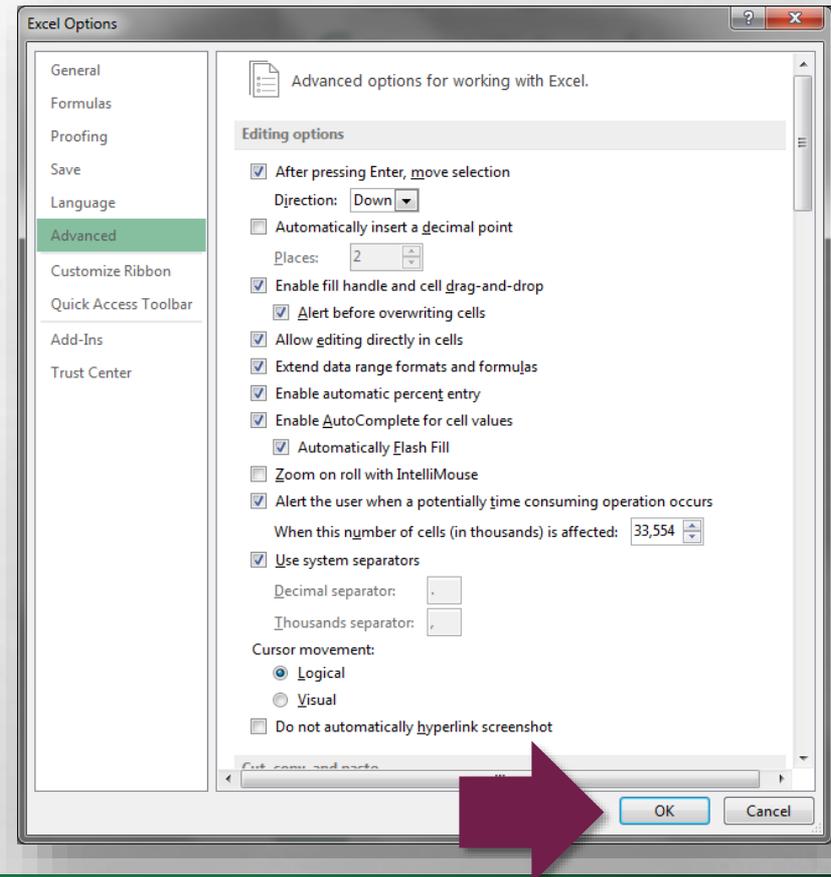
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- By the way, if you don't understand what a setting does or what it is describing, you probably shouldn't change it.



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- Once you're finished, click the **OK** button at the bottom to close the **Excel Options** dialog box.



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- If you've started to work with Excel already, you may have noticed that there are lots of new little animations that happen as you enter and edit information on a worksheet.



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- Just like with AutoCorrect, some of these animations are helpful, and some of them are downright annoying, and cause the cursor to be sluggish.



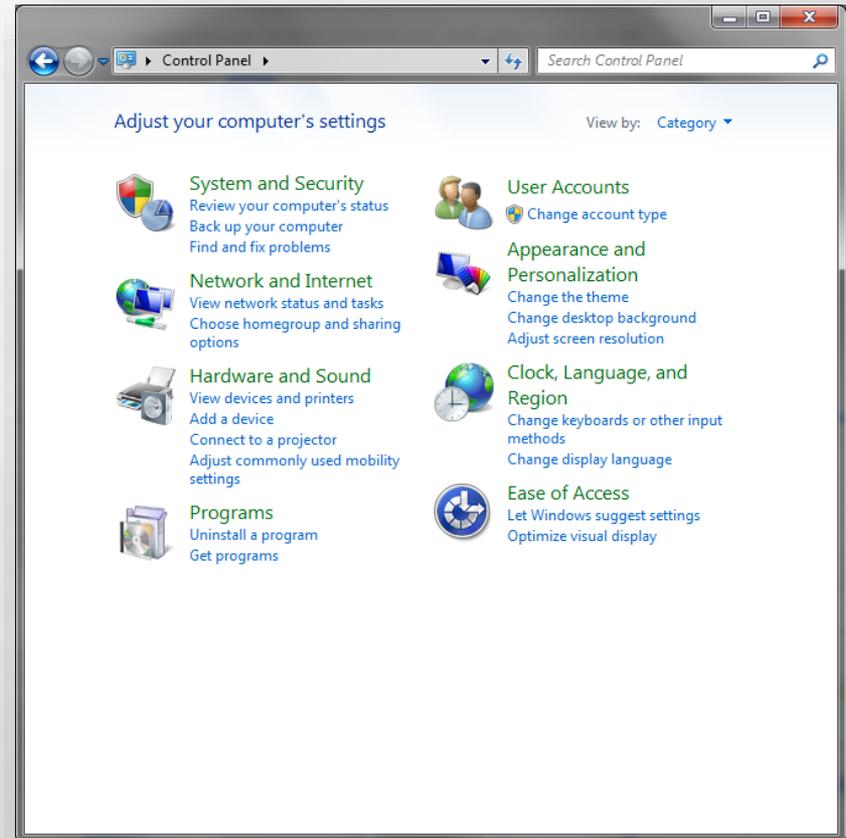
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- Unfortunately, this setting isn't easy to find and when you change it, it will affect ALL of the Microsoft Office programs, not just Excel.



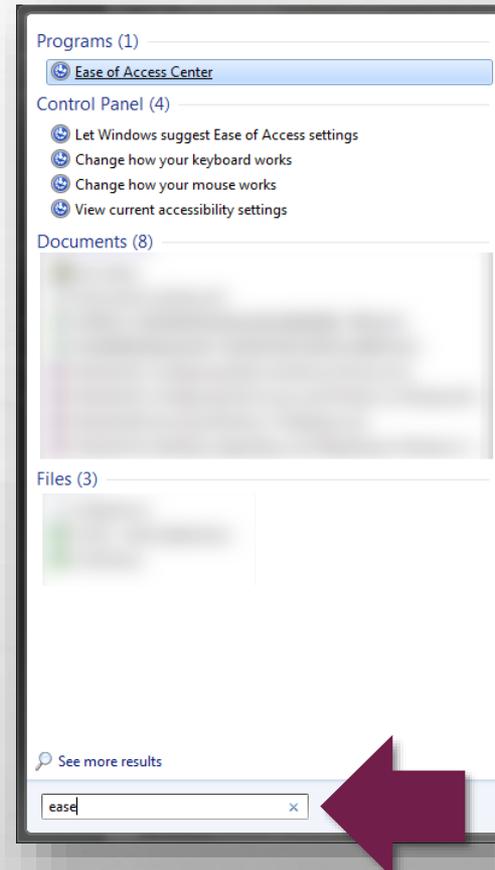
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- It's actually a Windows setting, so we will need to open a specific section of the **Windows Control Panel**.



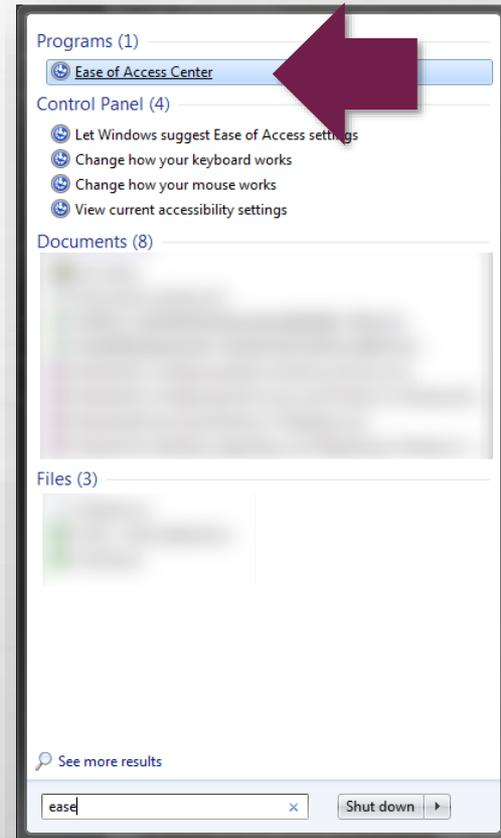
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- Click the **Windows Start** menu to open it.
- In the **Search programs and files** box at the bottom of the menu, type **Ease of access**.



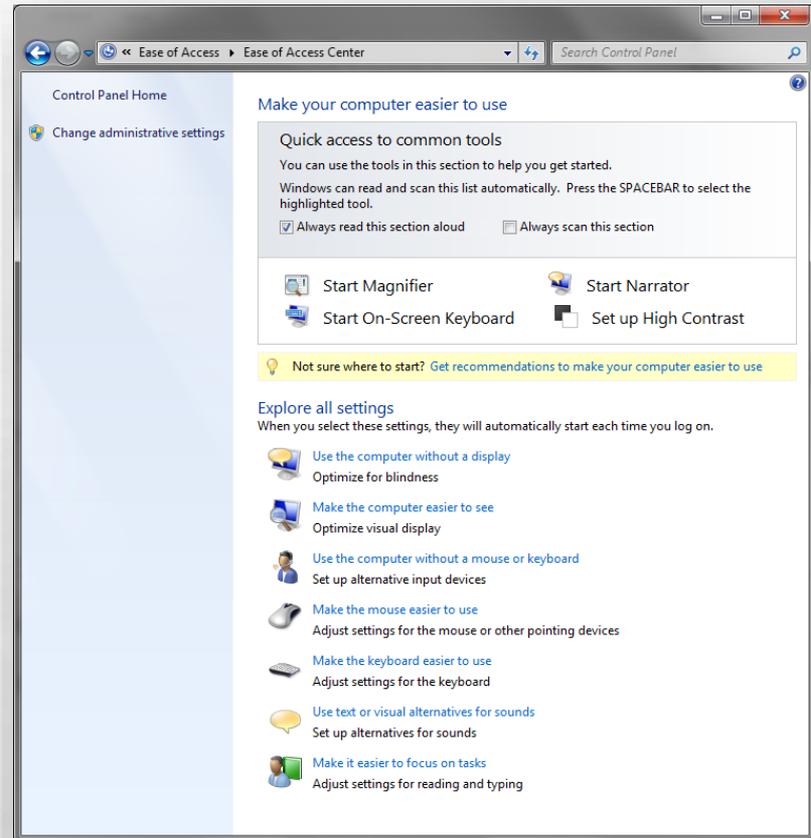
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- A results list is displayed as you type.
- In the **Programs** section at the top of this list, select the **Ease of Access Center**.



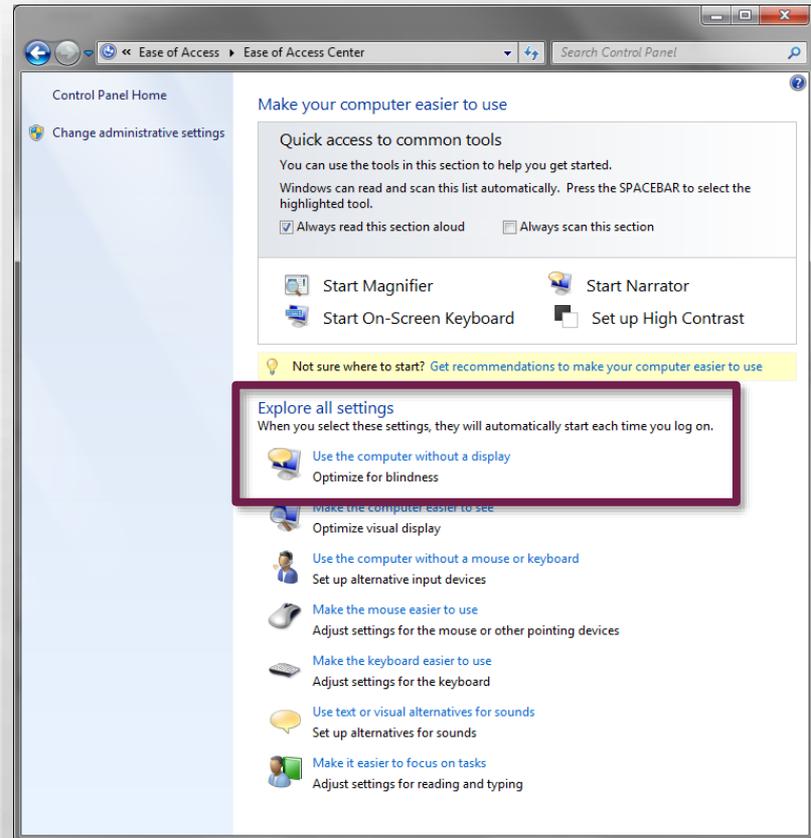
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- The **Ease of Access Center** dialog box displays.



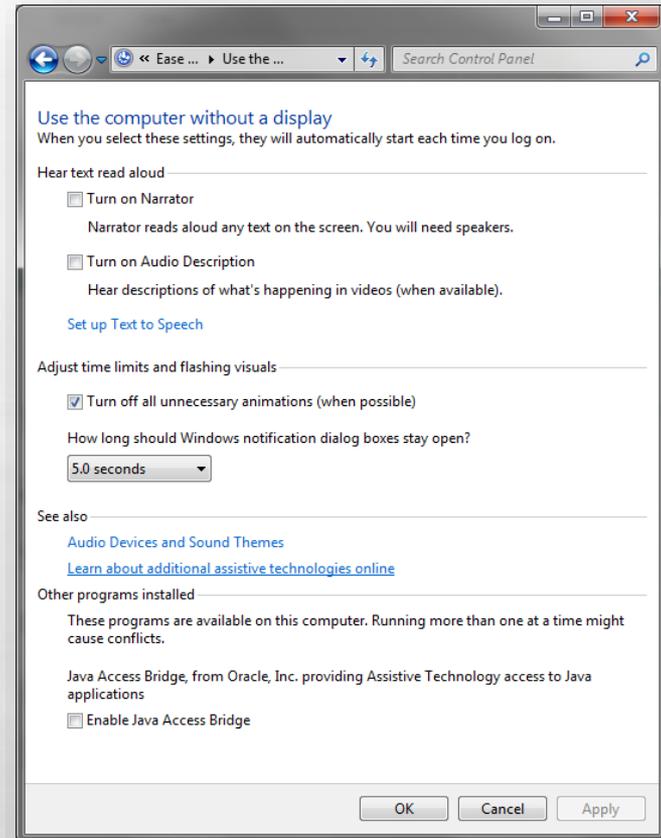
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- In the **Explore all settings** section near the middle, click the **Use the computer without a display** option.



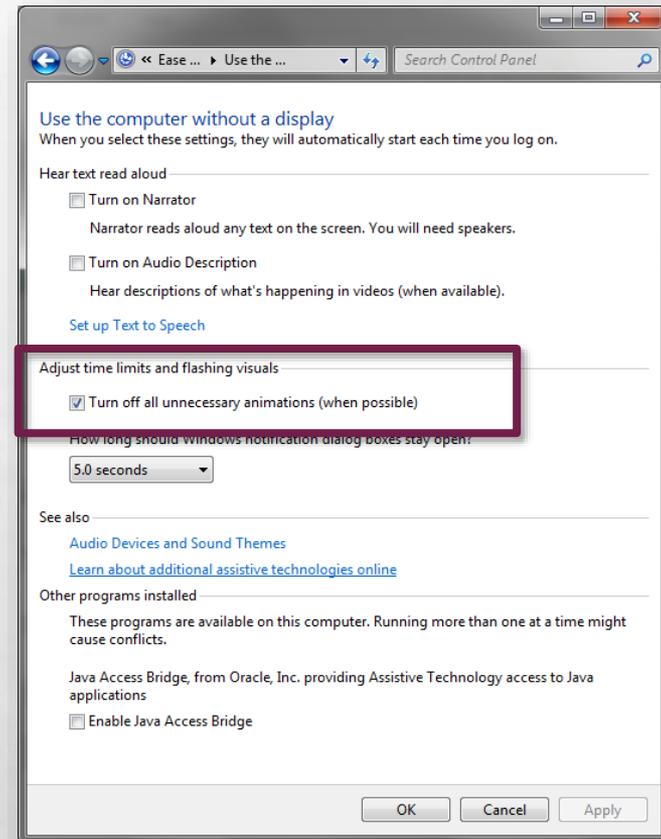
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- The **Use the computer without a display** dialog box is displayed.



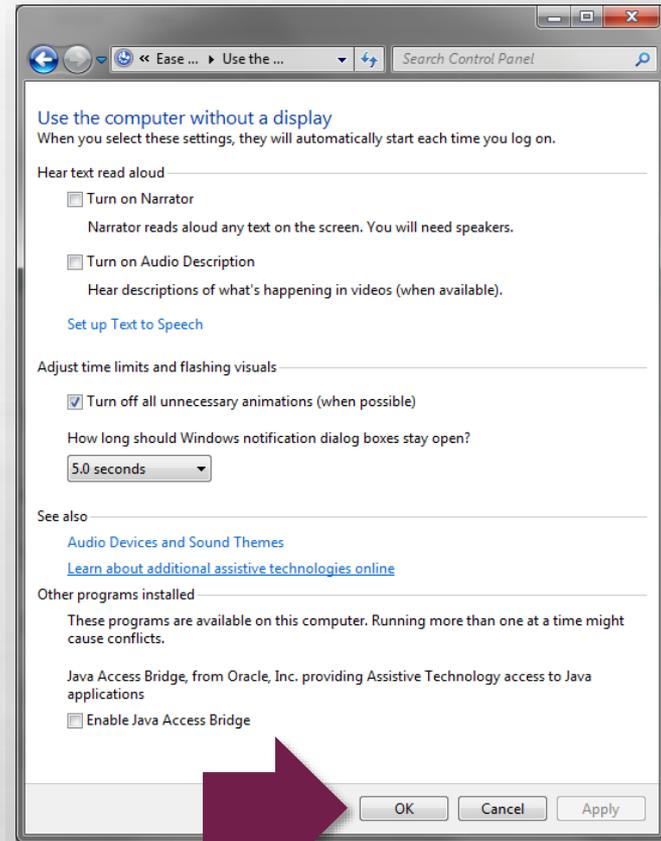
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- In the **Adjust time limits and flashing visuals** section near the middle, select the **Turn off unnecessary animations (when possible)** check box.



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- Click the **OK** button at the bottom to confirm your selection, and then close the **Ease of Access Center**.



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- Remember, this setting affects all of Office 2013, not just Excel.



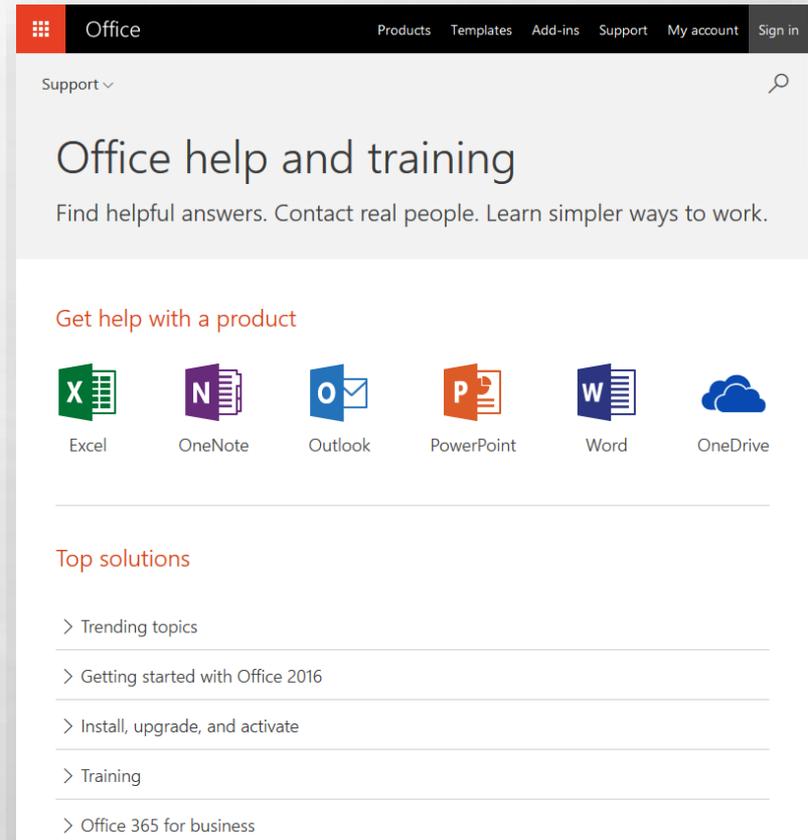
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- That covers most of the basic changes you're probably going to want to make before getting started with Excel 2013.

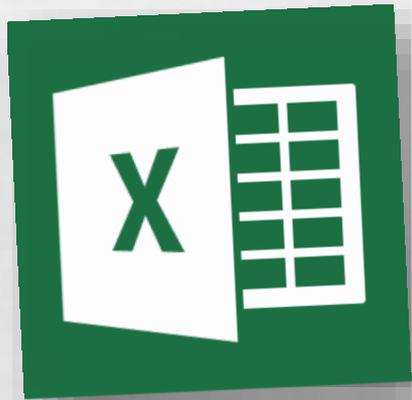


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- If there was something not covered in this video, go to the Microsoft Office help site at support.office.com for further information.



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Thank you for watching!

