

Microsoft Office

Setting up Excel 2013



Scott A. Concilla
Microsoft Certified Trainer
LCG Inc.



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.



Setting up Excel 2013

- 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.



Setting up Excel 2013

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



Setting up Excel 2013

- 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.



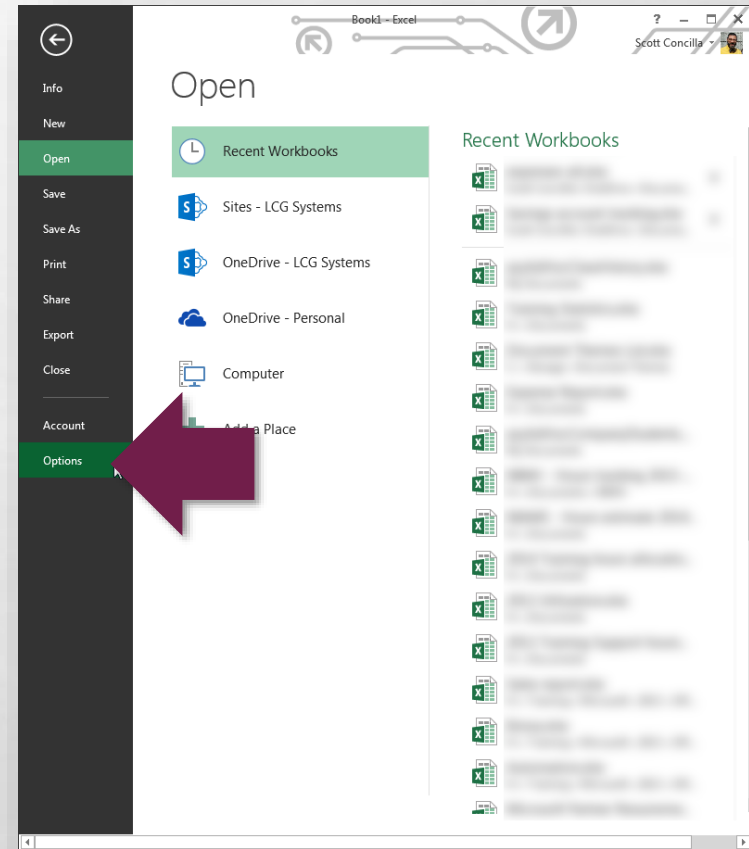
Setting up Excel 2013

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



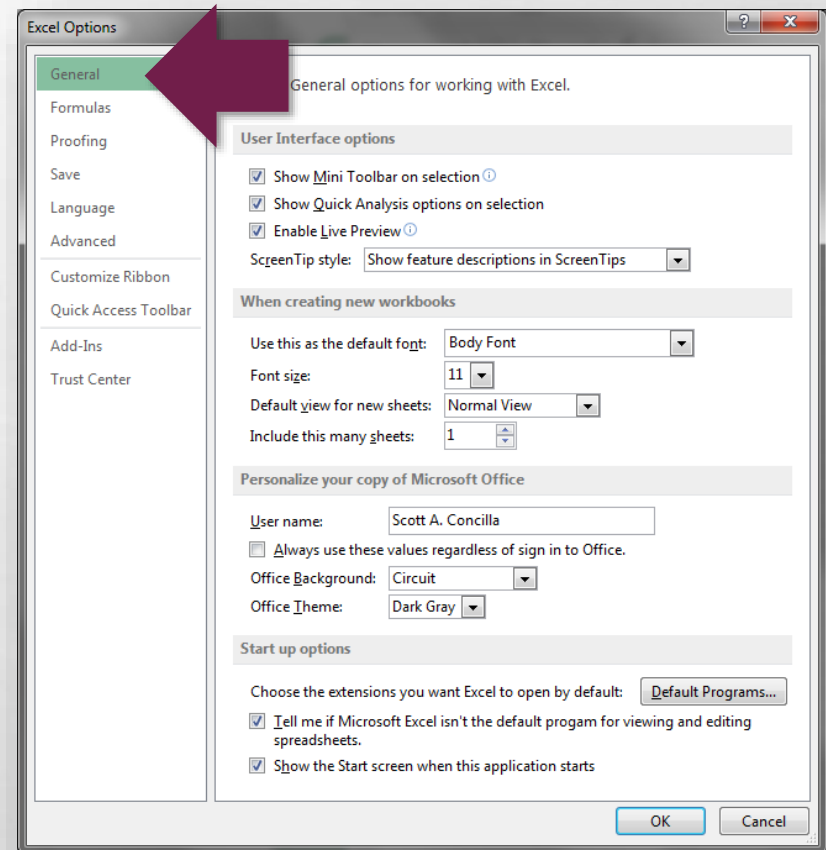
Setting up Excel 2013

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



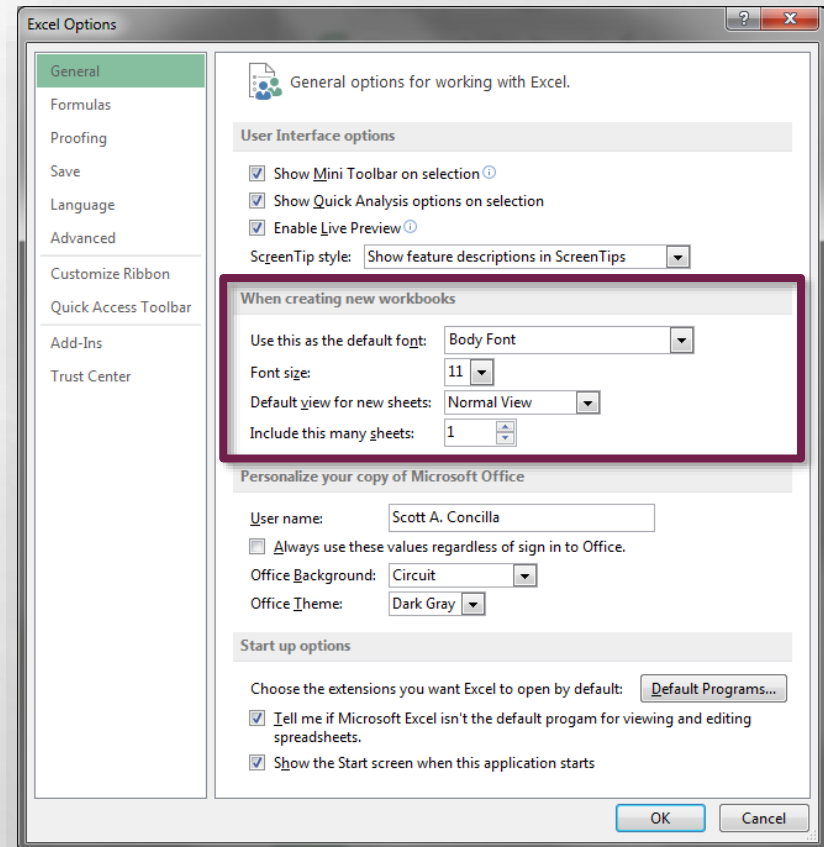
Setting up Excel 2013

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



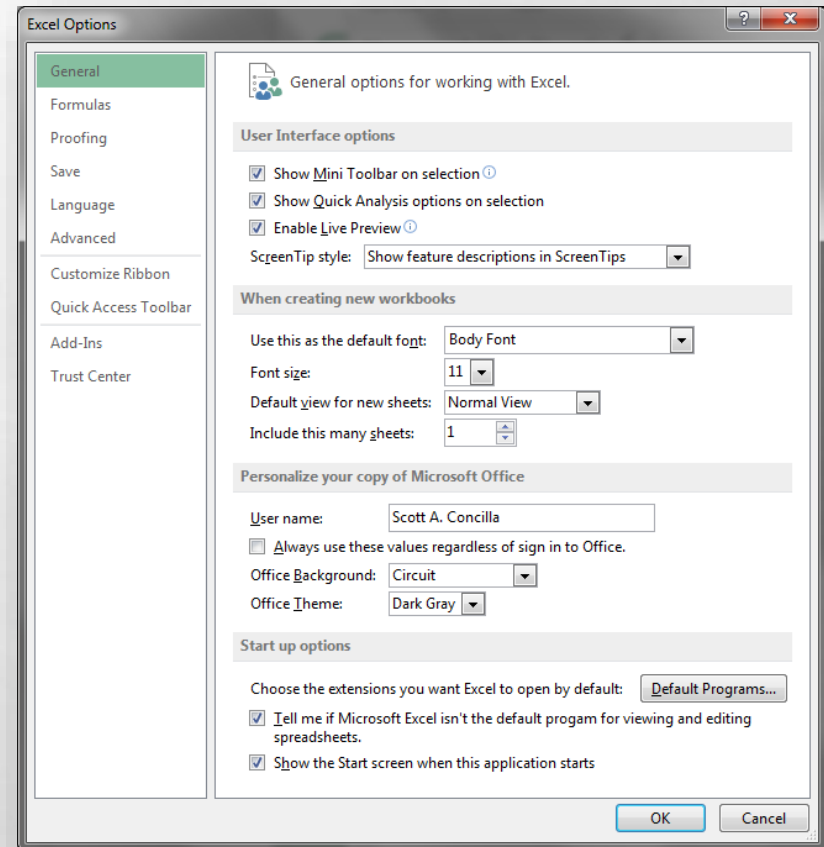
Setting up Excel 2013

- 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.



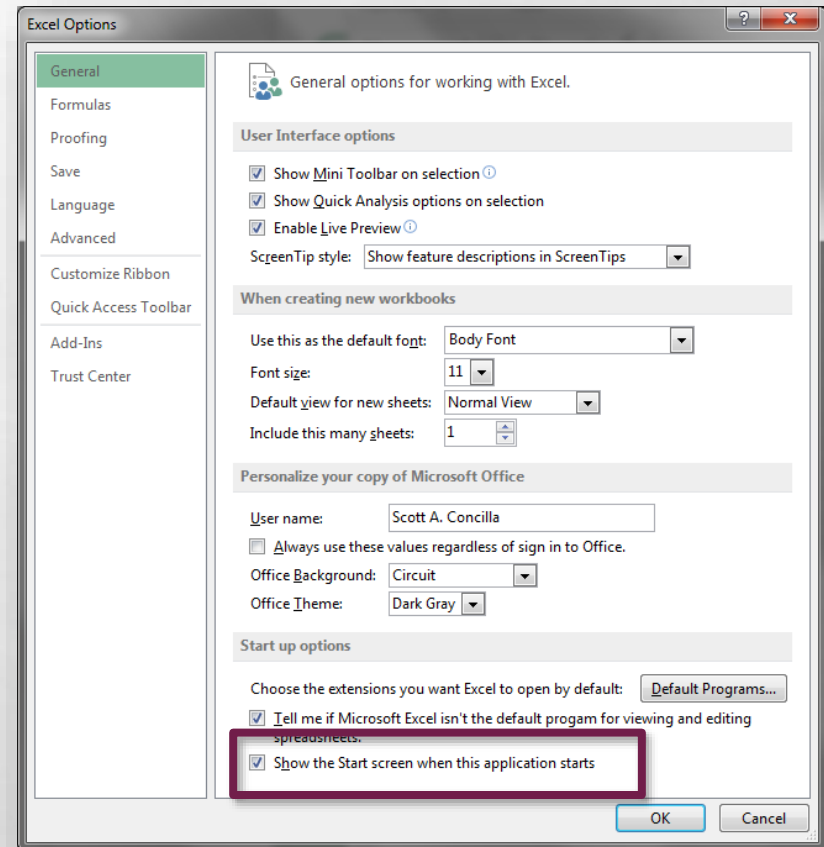
Setting up Excel 2013

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



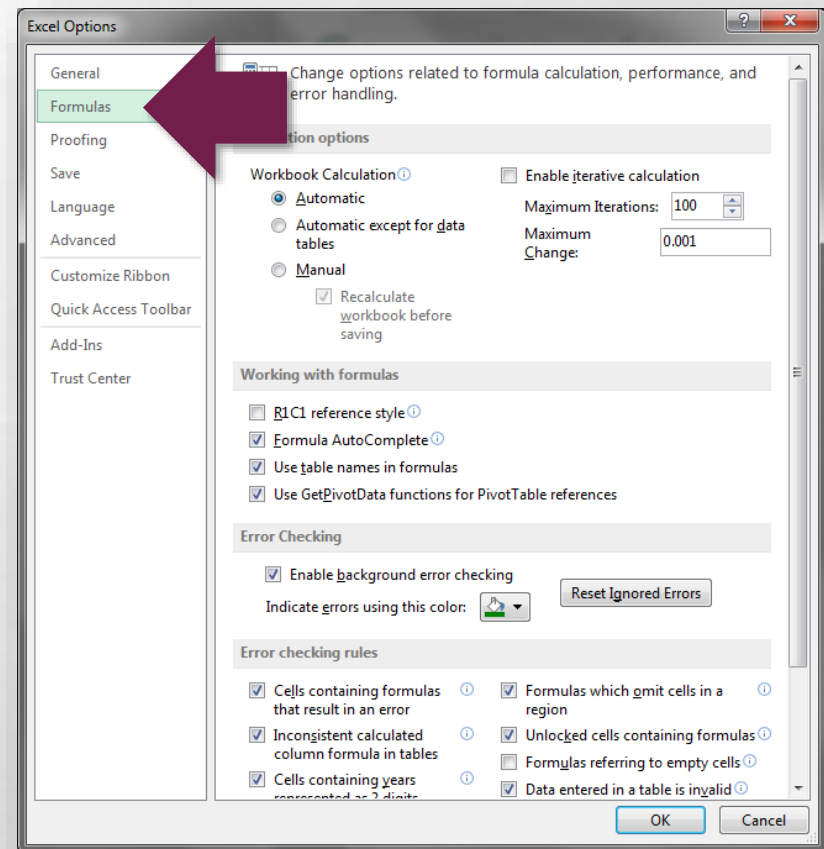
Setting up Excel 2013

- 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.



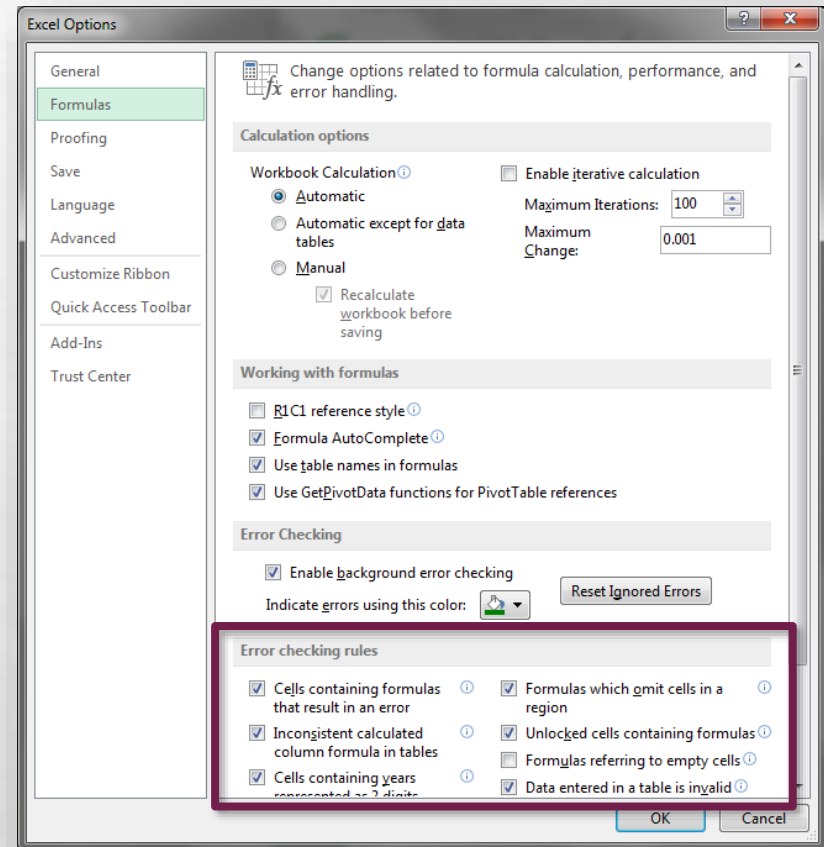
Setting up Excel 2013

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



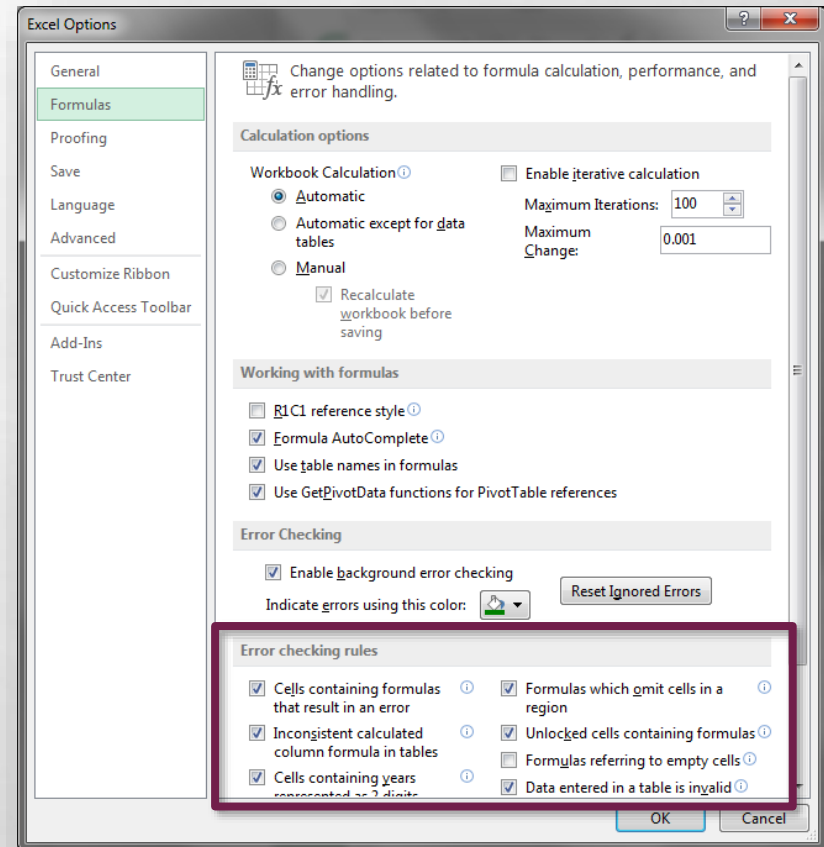
Setting up Excel 2013

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



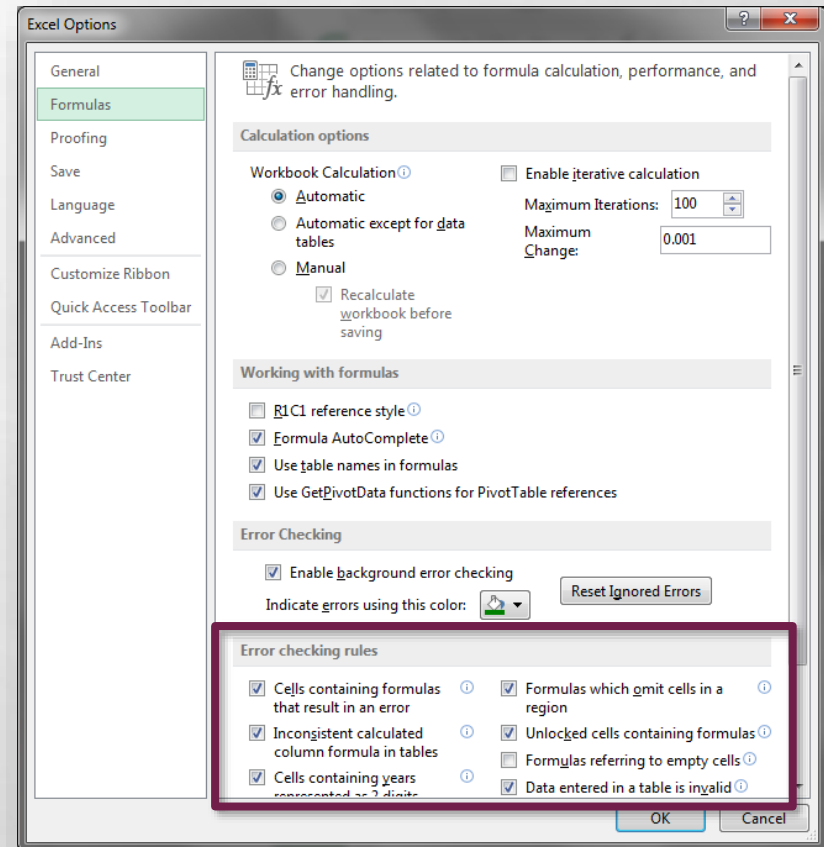
Setting up Excel 2013

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



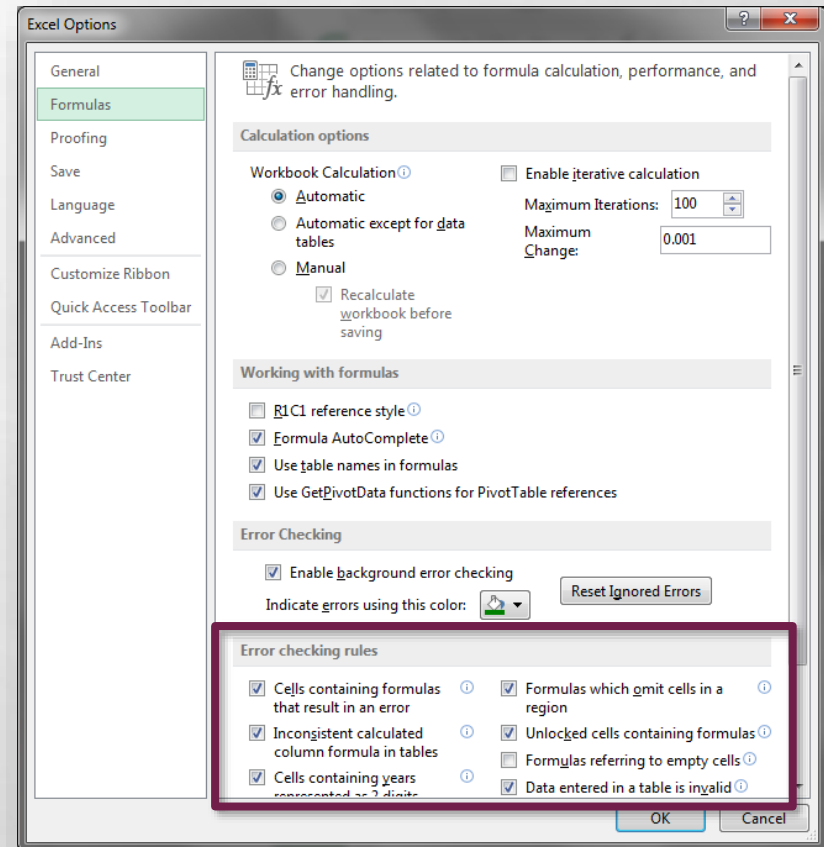
Setting up Excel 2013

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



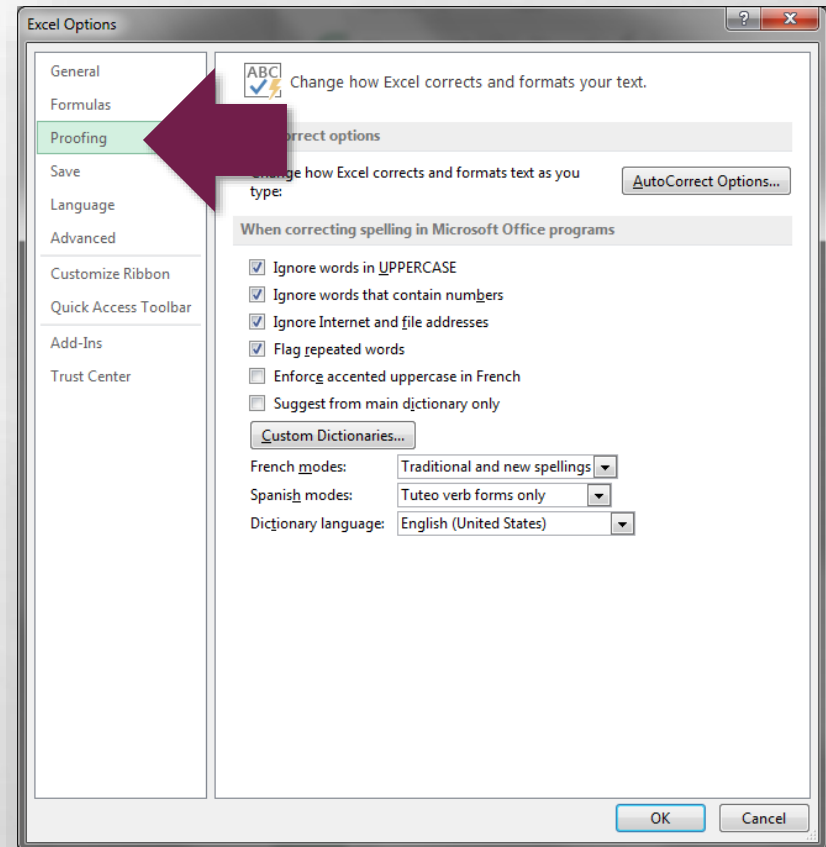
Setting up Excel 2013

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



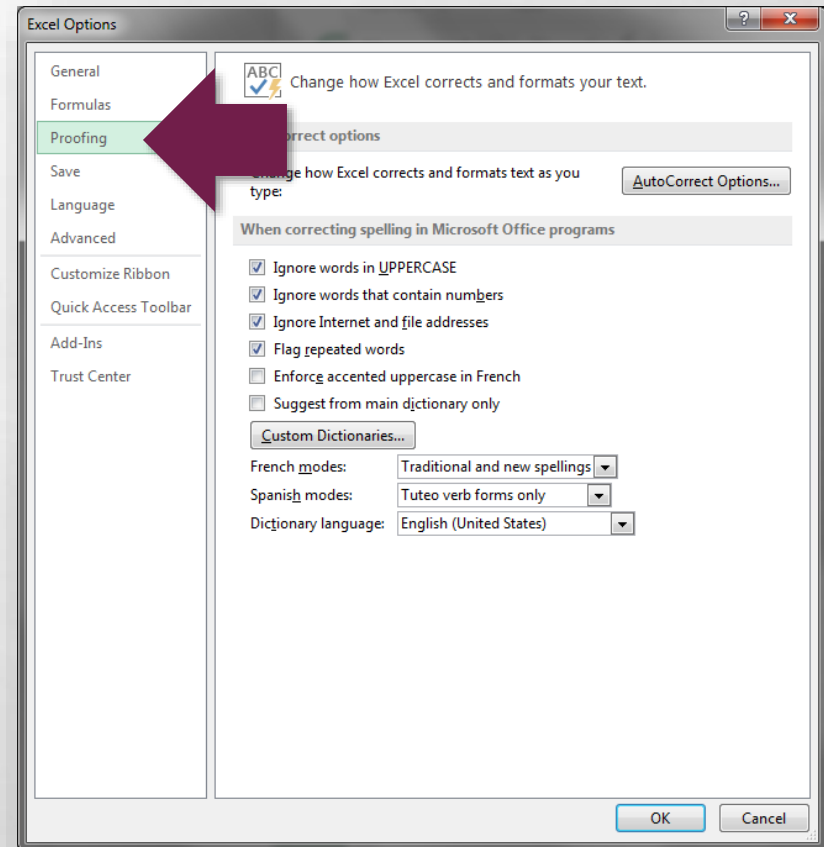
Setting up Excel 2013

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



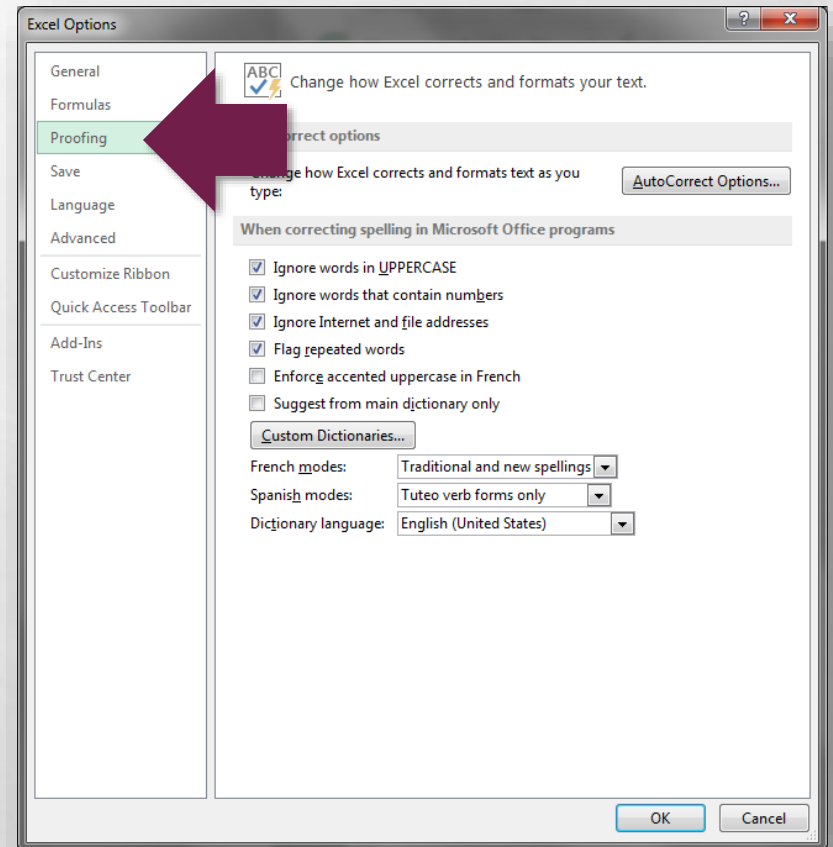
Setting up Excel 2013

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



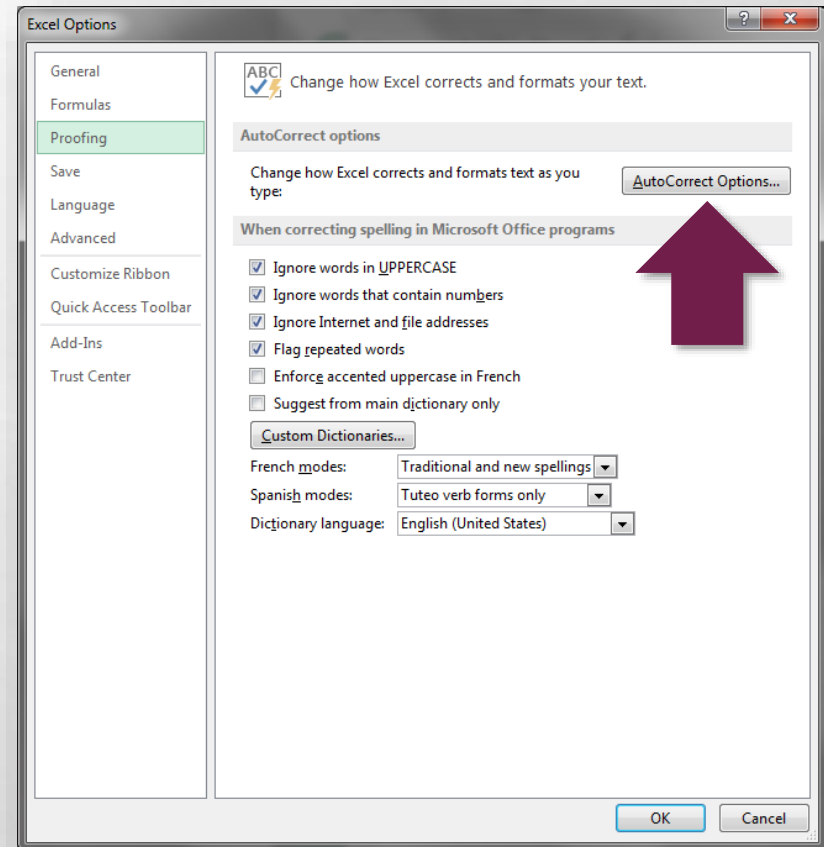
Setting up Excel 2013

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



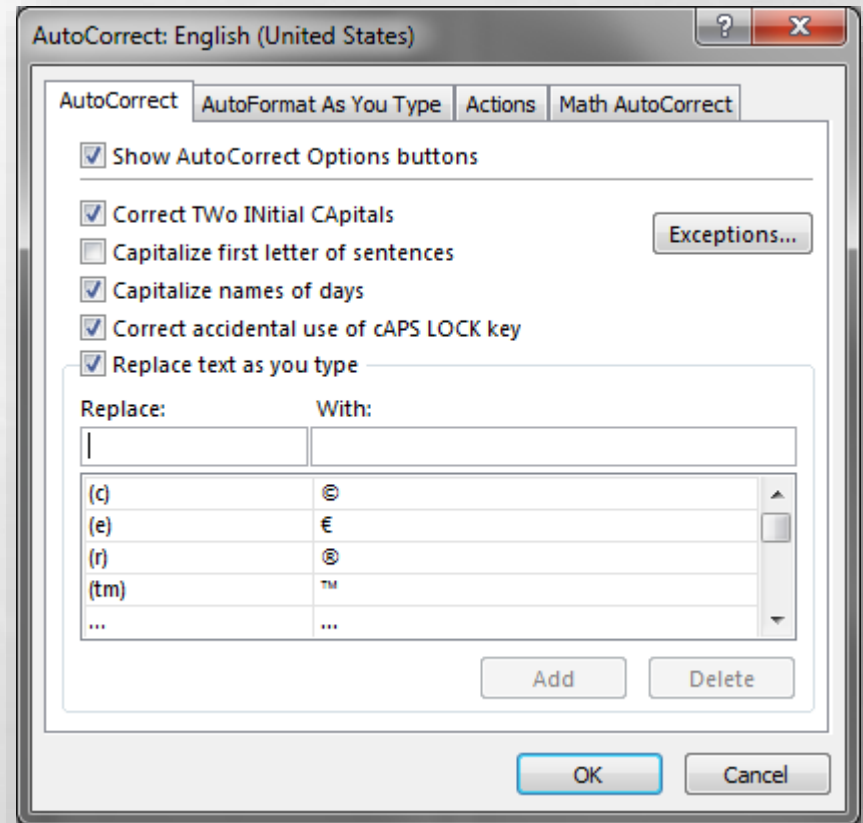
Setting up Excel 2013

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



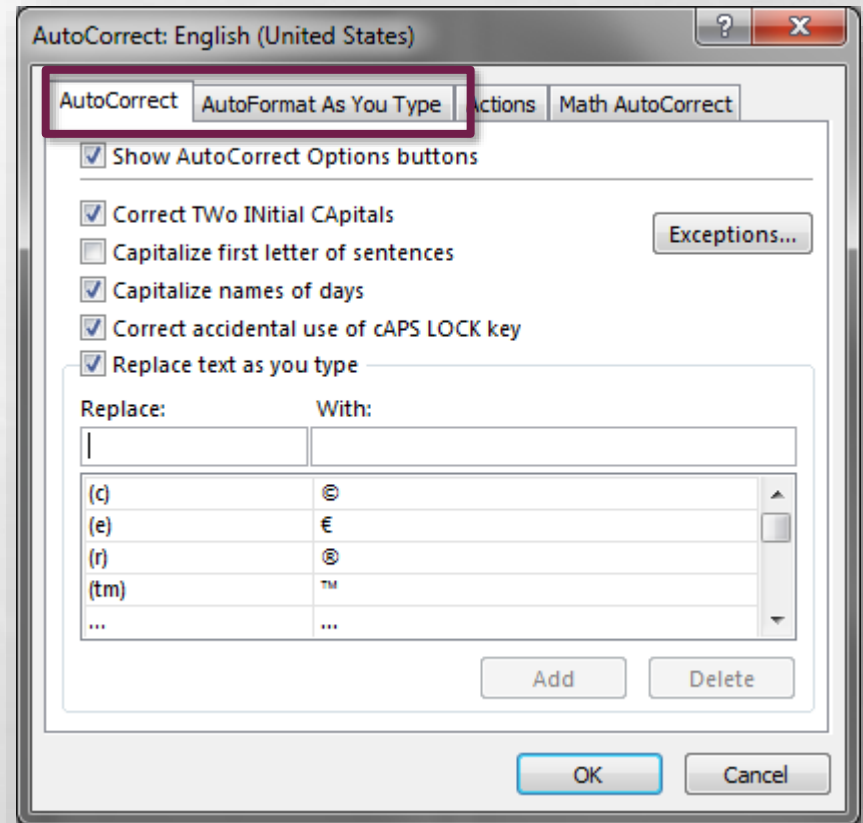
Setting up Excel 2013

- The **AutoCorrect** dialog box displays.



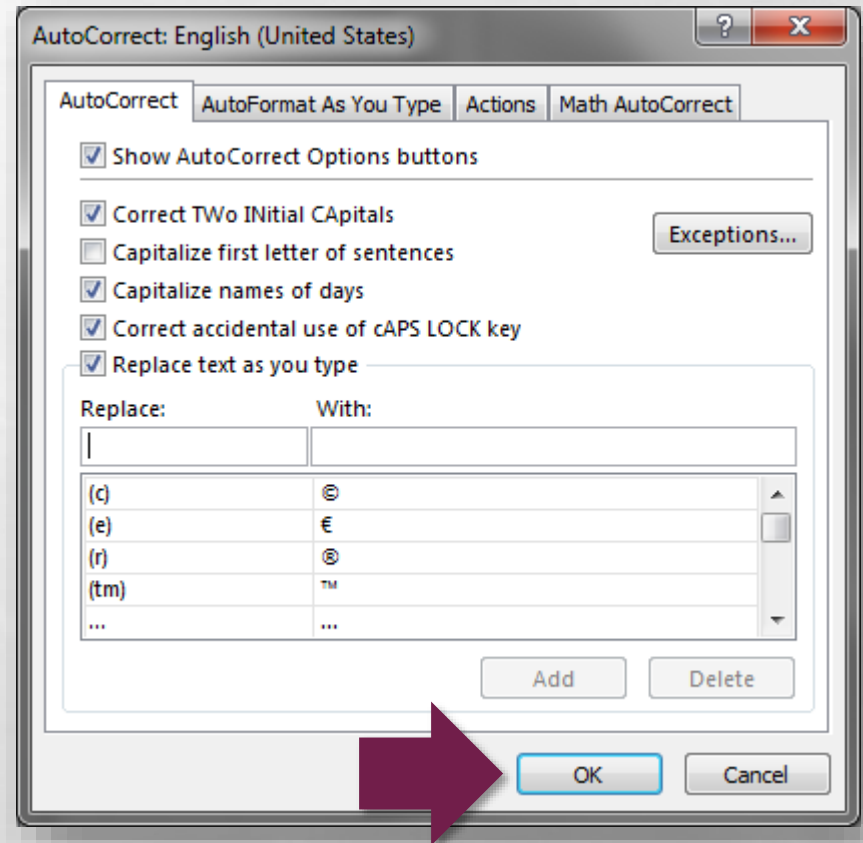
Setting up Excel 2013

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



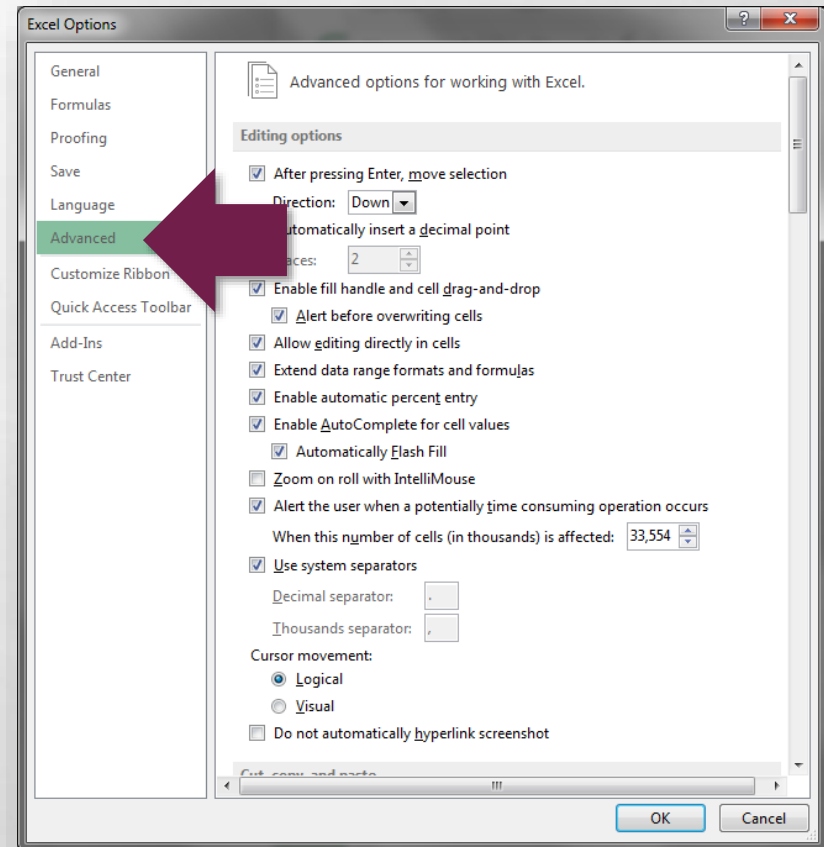
Setting up Excel 2013

- 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.



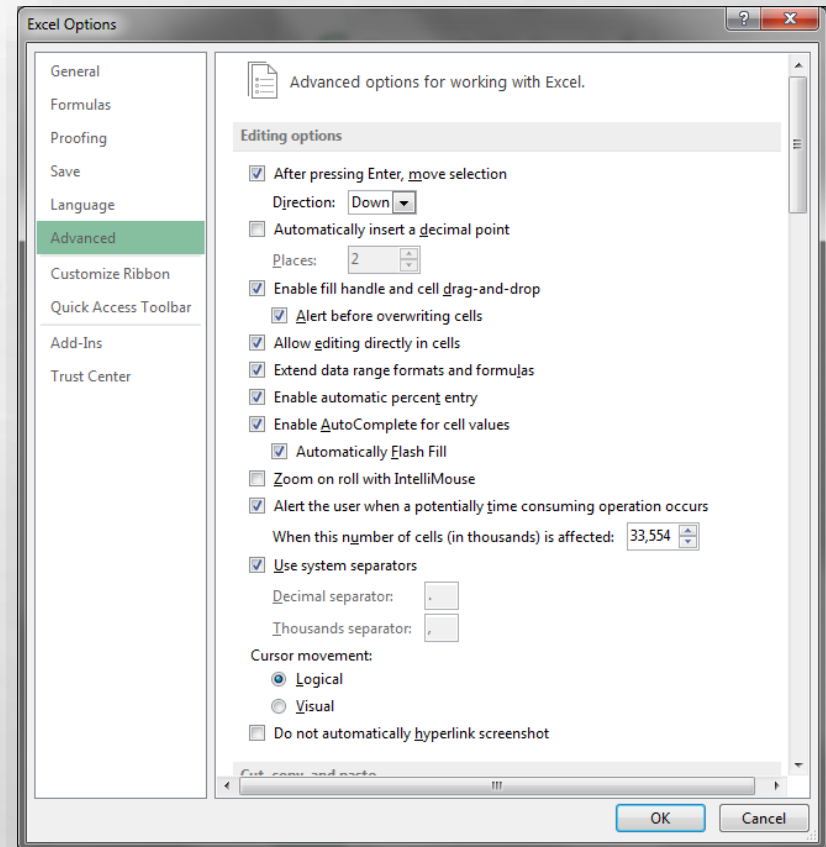
Setting up Excel 2013

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



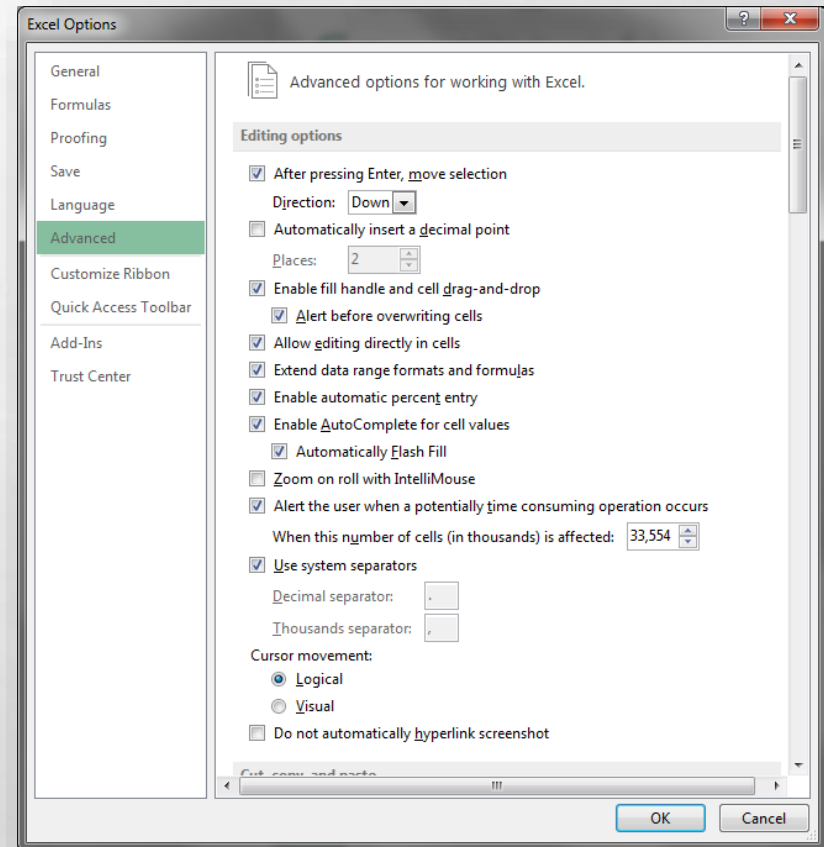
Setting up Excel 2013

- 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.



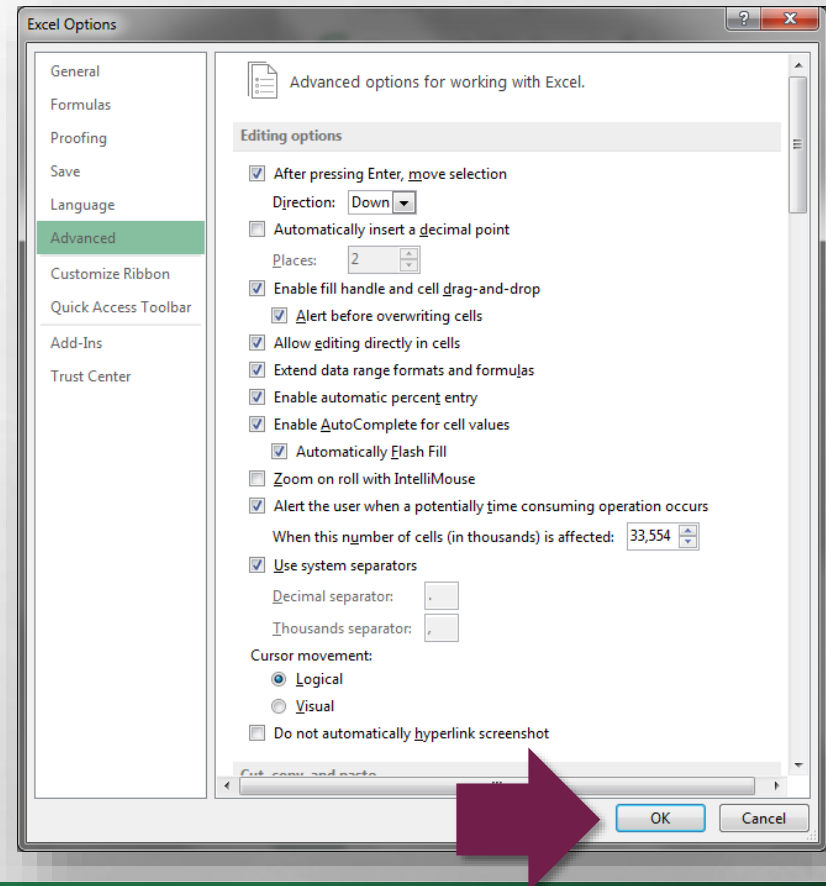
Setting up Excel 2013

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



Setting up Excel 2013

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



Setting up Excel 2013

- 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.



Setting up Excel 2013

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



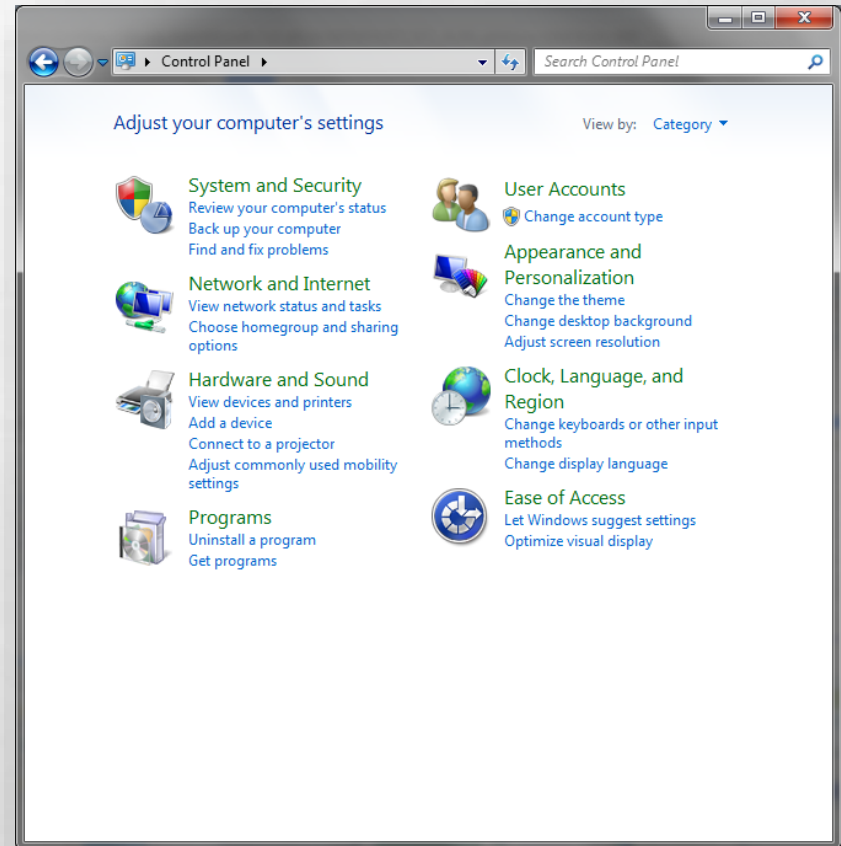
Setting up Excel 2013

- 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.



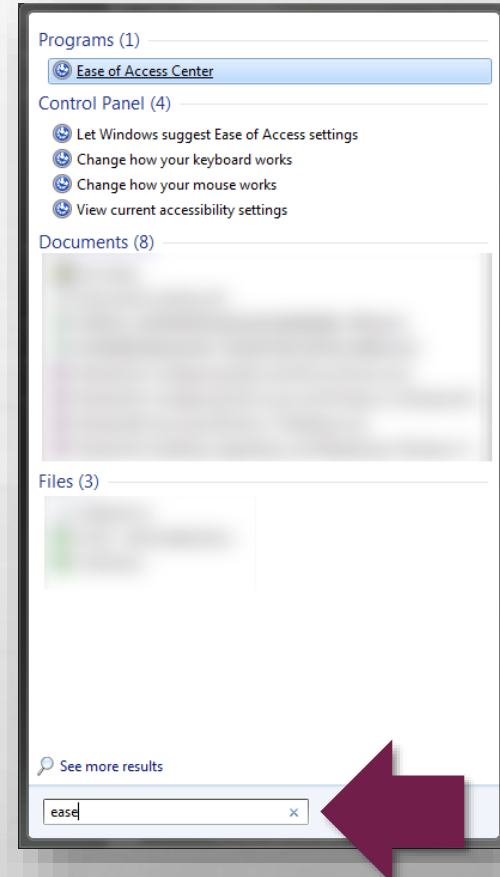
Setting up Excel 2013

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



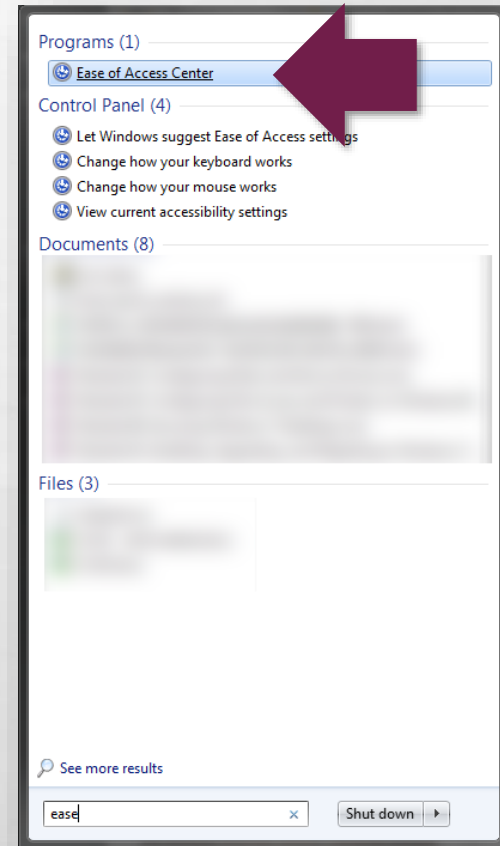
Setting up Excel 2013

- 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**.



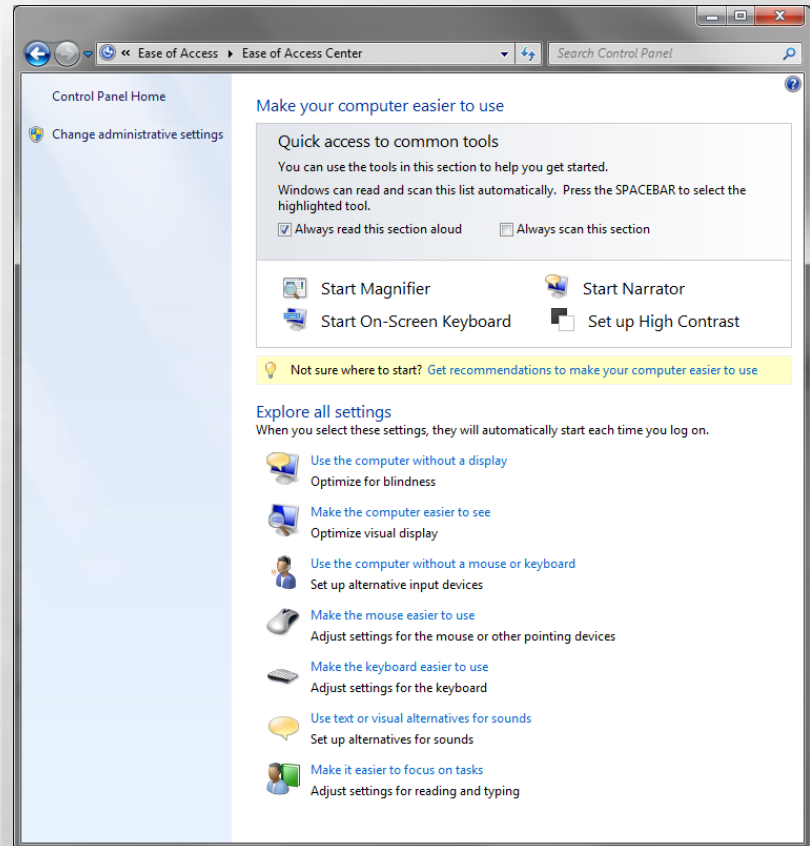
Setting up Excel 2013

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



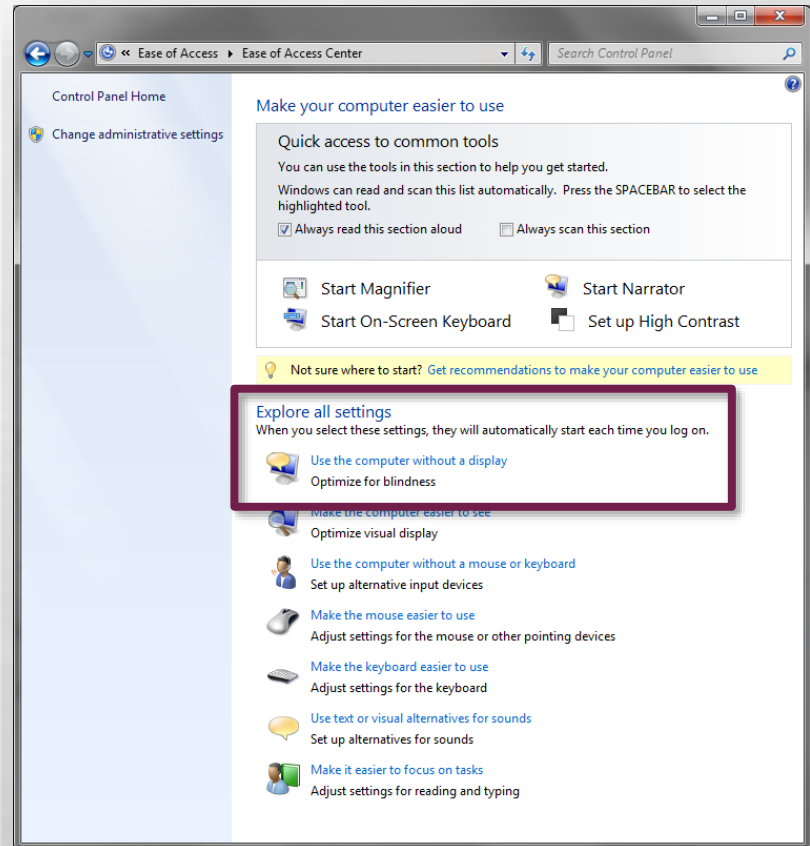
Setting up Excel 2013

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



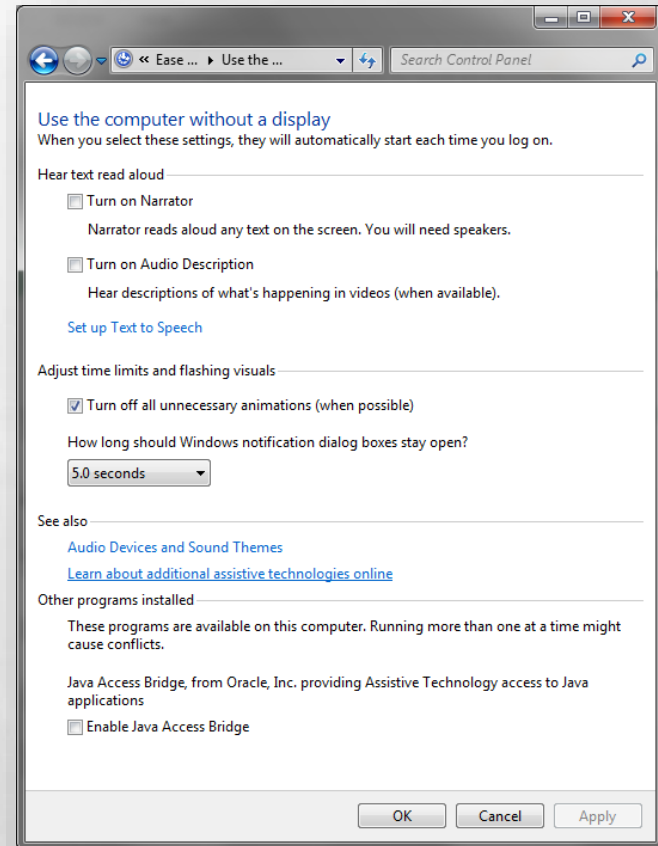
Setting up Excel 2013

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



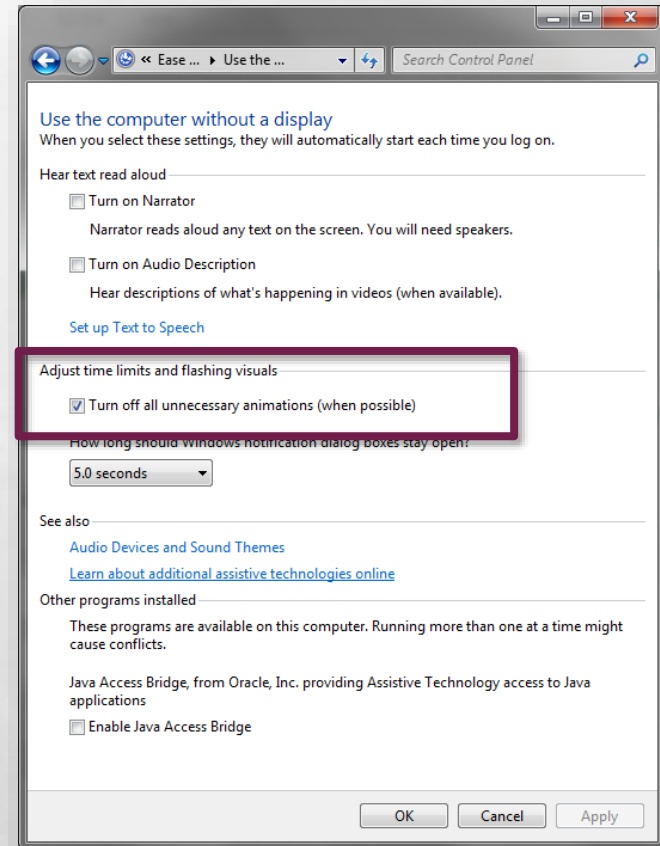
Setting up Excel 2013

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



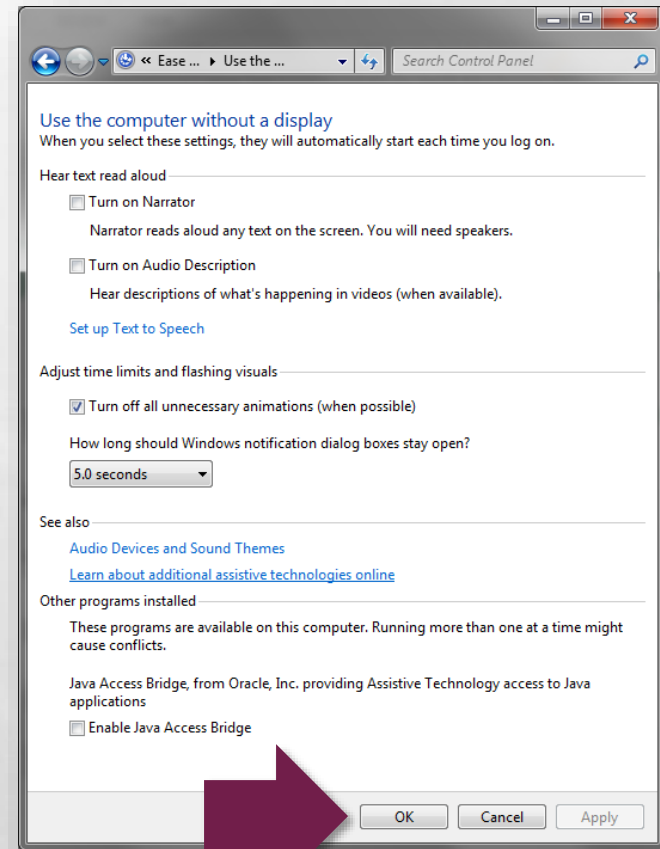
Setting up Excel 2013

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



Setting up Excel 2013

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



Setting up Excel 2013

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



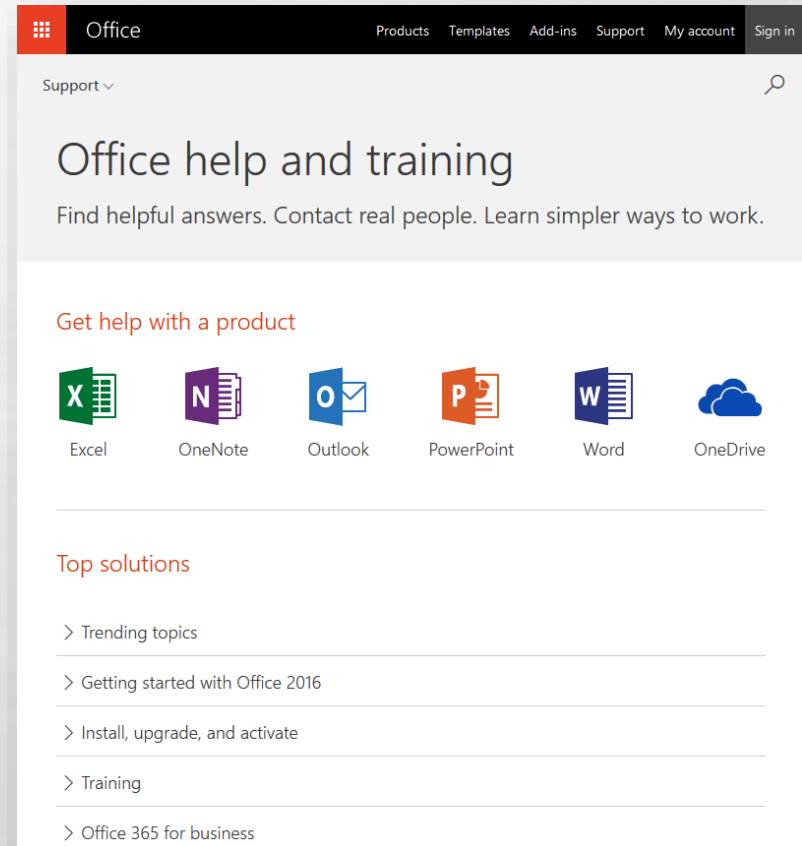
Setting up Excel 2013

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



Setting up Excel 2013

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



Microsoft Office

Setting up Excel 2013



Thank you for watching!

