

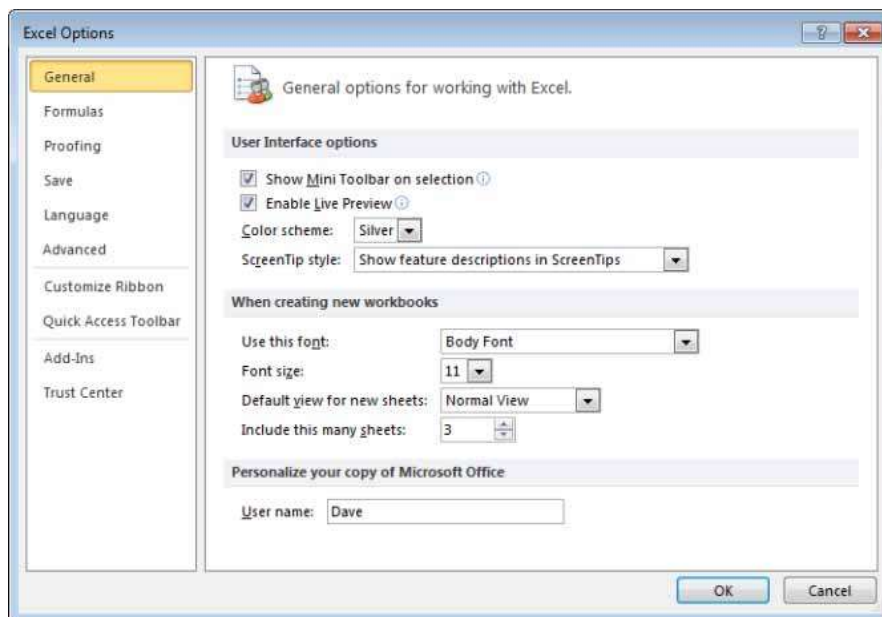
Customizing Excel

Modifying basic Excel options

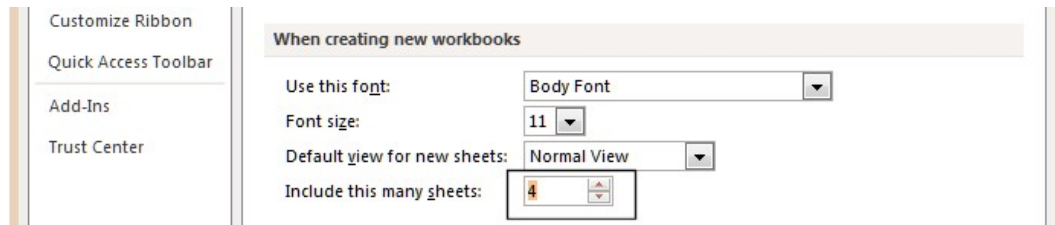
- You can customize the way Excel looks and performs. To do this click on the **File Tab** and within the drop down list displayed click on the **Options** button.



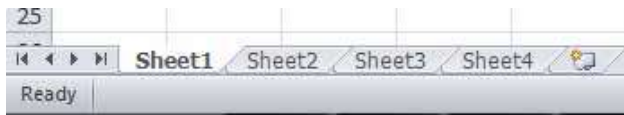
- This will display the **Excel Options** dialog box.



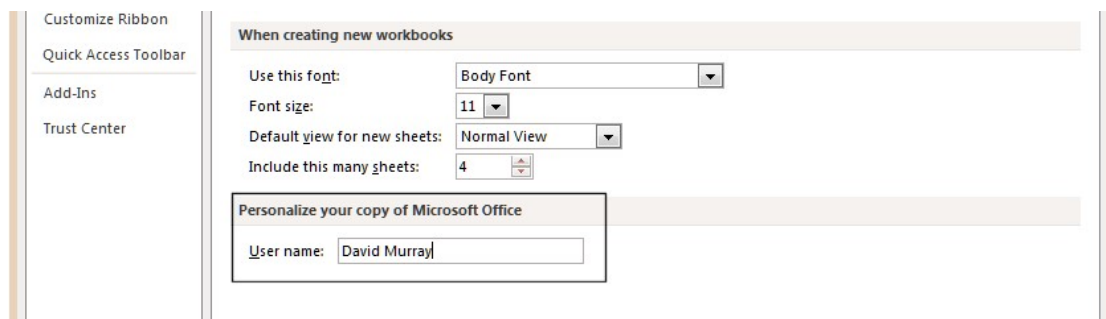
- You can use this to customize items such as the type of font used, the font size used and the number of worksheets displayed within a new workbook. Try altering the number of worksheets contained within a new workbook to 4 rather than 3.



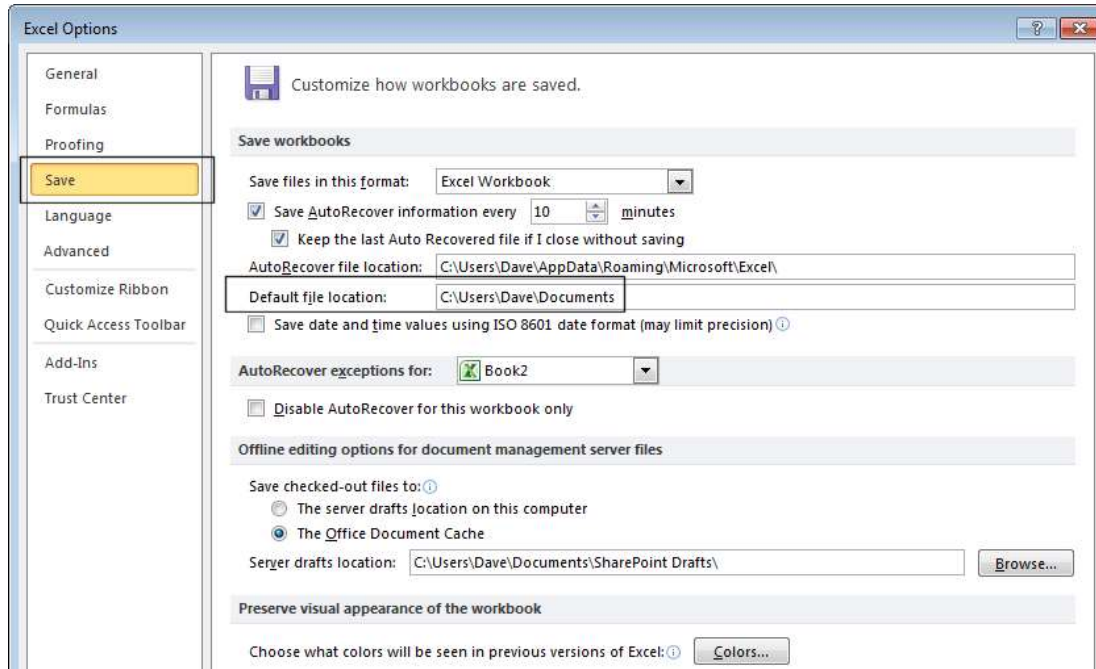
- Close the dialog box and press **Ctrl+N** to create a new workbook. You should see 4 worksheets, as illustrated.



- 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.



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



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.

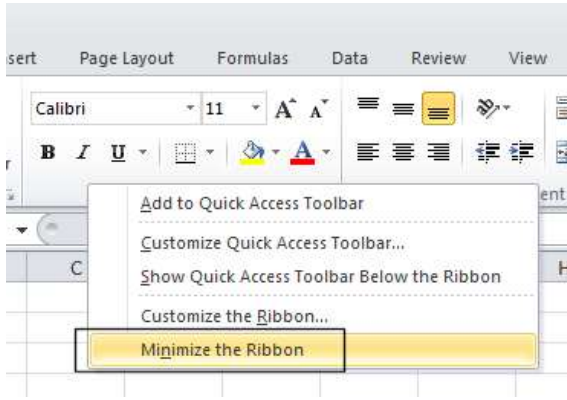
To see the effect of the new default folder location, press **Ctrl+O** to display the **Open** dialog box. You will notice that by default the root folder is displayed (C:\).

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

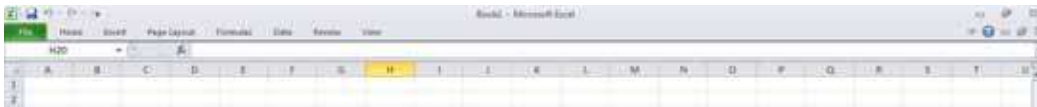
- Sometimes you want 'more writing space'. To help achieve this you can right click over the Ribbon and from the popup menu displayed, click on the **Minimize the Ribbon** command.



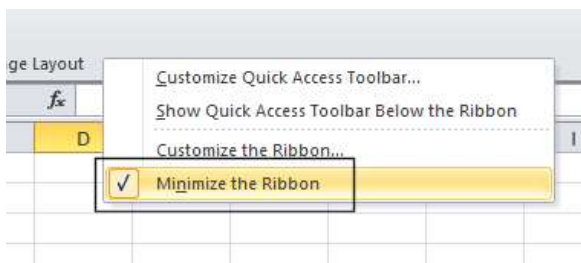
- The Ribbon display will change from this.



To this.

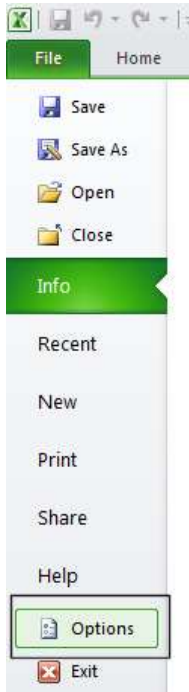


- To display the Ribbon again, right click over any of the tab commands and from the popup menu displayed, re-click on the **Minimize the Ribbon** command (to remove the tick).

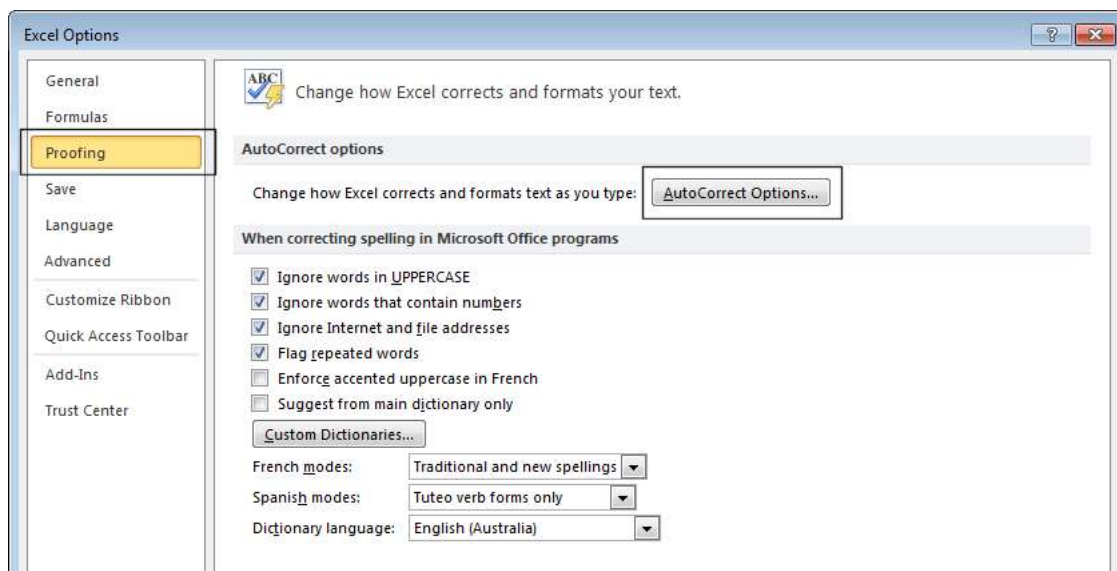


AutoCorrect options

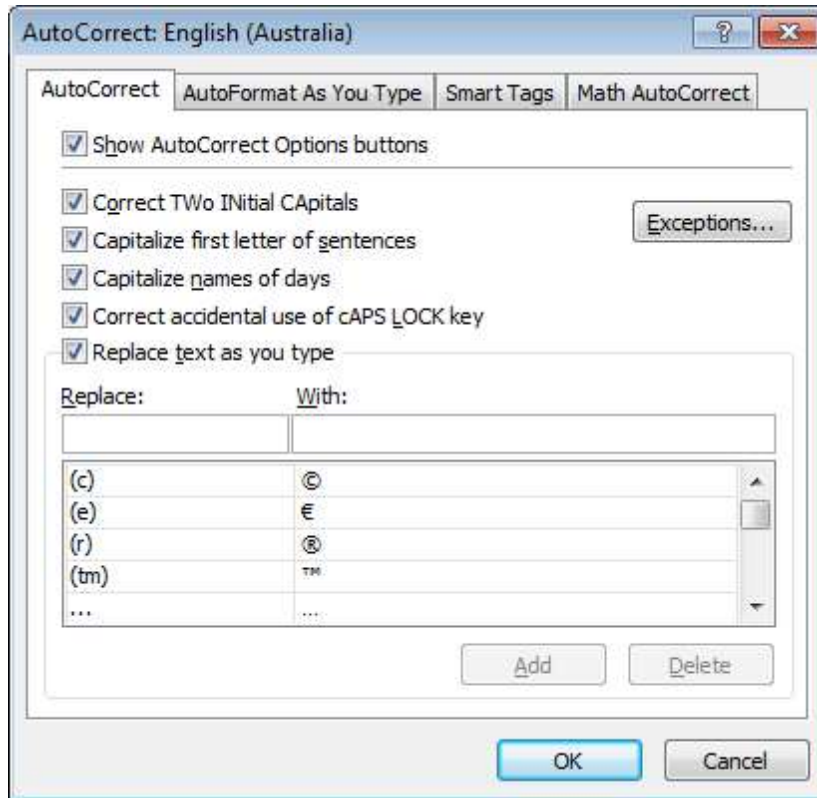
- Microsoft Excel 2010 has an AutoCorrect facility that allows common typing errors to be automatically corrected. For instance if you type in 'teh' instead of 'the', Microsoft Excel will automatically correct your spelling error.
- To open the **AutoCorrect** dialog box, click on the **File Tab** (top-left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



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



This will display the **AutoCorrect** dialog box.



- 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.