

Customize New Excel Workbooks

This tutorial will show you how to Customize Settings when creating a New Excel Workbook.

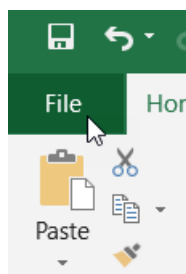
Excel

Open Excel

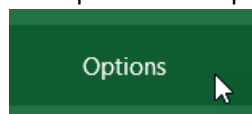


Excel

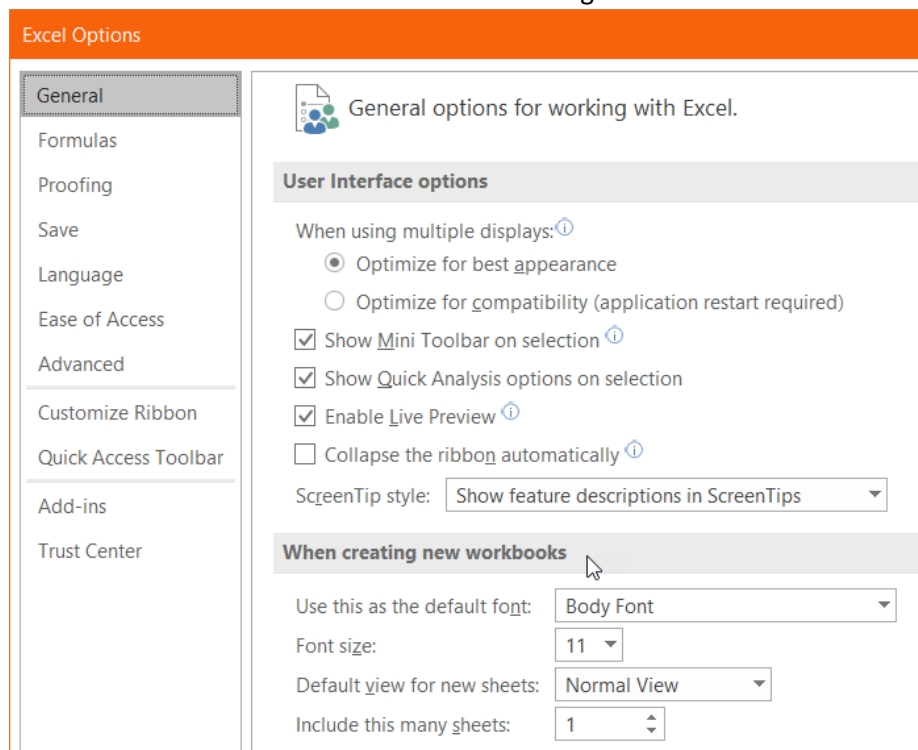
1. Click File



2. Scroll drop and Click Options



3. On the General Tab locate the When Creating New Workbooks section



4. In this section you have the options to update the Font Type and Font Size

When creating new workbooks

Use this as the default font:

Font size:

Default view for new sheets:

5. You can change the Default view from Normal View to Page Break Preview or Page Layout View

When creating new workbooks

Use this as the default font:

Font size:

Default view for new sheets:

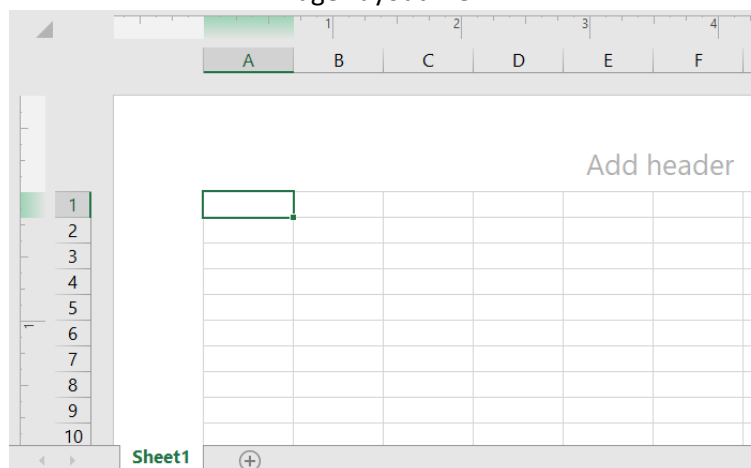
Include this many sheets:

Personalize your copy of Microsoft Excel

Page Break Preview

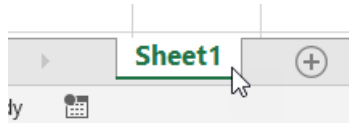


Page Layout View

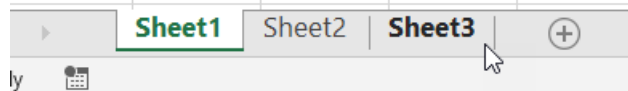


6. You can also update the amount of sheets created in a new workbook.

The default number of sheets is 1



If you are using a version of Excel 2013 or earlier the default number of sheets is 3



You can go back to 3 initial sheets by changing the Include this many sheets field from 1 to 3

When creating new workbooks

Use this as the default font:	Body Font
Font size:	11
Default view for new sheets:	Normal View
Include this many sheets:	3