

Customize New Excel Workbooks

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



2. Scroll drop and Click Options



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

eneral	General options for working with	Excel.	
Formulas			
Proofing	User Interface options		
Save	When using multiple displays:		
Language	 Optimize for best <u>appearance</u> 		
	Optimize for <u>compatibility</u> (application restart required)		
	✓ Show <u>M</u> ini Toolbar on selection ⁽¹⁾		
Advanced	Show Quick Analysis options on selection		
Customize Ribbon	✓ Enable Live Preview ⁽¹⁾		
Quick Access Toolbar	Collapse the ribbo <u>n</u> automatically ①		
Add-ins	ScreenTip style: Show feature description	s in ScreenTips 🔹	
Trust Center	When creating new workbooks		
	Use this as the default font: Body Font	•	
	Font size:		
	Default view for new sheets: Normal View	v –	
	Include this many sheets:		
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4. In this section you have the options to update the Font Type and Font Size

When creating new workbooks

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

When creating new workbooks

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Default view for new sheets:	Normal View
Include this many sheets:	Normal View
-	Page Break Preview
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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

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