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WHAT's New?

Default Settings (MICROSOFT EXCEL):

In Microsoft Excel 2007, as in previous versions of Excel, you can modify the default documents you create so that settings you use repeatedly in your workbooks are pre-defined when you create new documents.

Remember, you can always press F1 from the keyboard if you would like additional help on this topic. Simply type: "**customizing defaults**" in the search field.

NOTE: Productivl.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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| Excel 2003 or earlier versions	Excel 2007

1. Some of the default setup options within Excel can be modified within **Tools | Options | General**:
 	
   a) the **default file location**. The location of the folder which will contain all of your data files (i.e. spreadsheets).
 	
   b) the **number of sheets in a new workbook**. Remember you can always Insert more if you need them.
 	
   c) the **default Font and Size** e.g. Verdana 11
 	
2. To change the default font, go to the **Tools** menu in Excel 2003 or earlier and click **Options**. On the **General** tab, select the default font and size in the **Standard Font** section. Click **OK** to apply changes.
 	
3. If you want to change the default gridline color, go to the **Tools** menu of Excel 2003 or earlier and select **Options**. Go to the **View** tab. Select the **Show Gridlines** checkbox and choose a color from the **Gridline Color** drop down menu.
	1. Excel 2007 uses the very nice **Calibri font** by default, but if you'd like to use a different font or change the default size, you can easily adjust the setting in the Excel options screen.
	
	2. First, click on the Office Button and choose Excel Options in the lower right hand corner of the resulting menu.
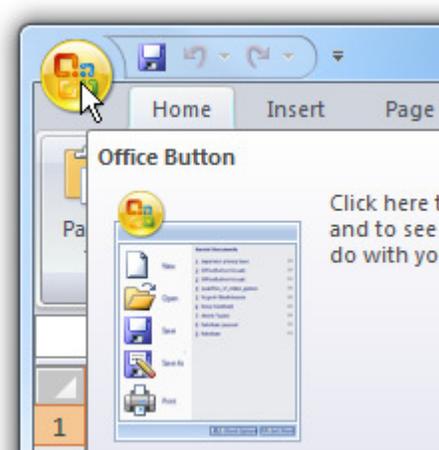	
	3. Select the Popular tab on the left, and then in the middle of this window you can change the default font using the selection. You can also change the other default settings of Excel such as the number of sheets to display and type of viewing style to be used when opening the application.
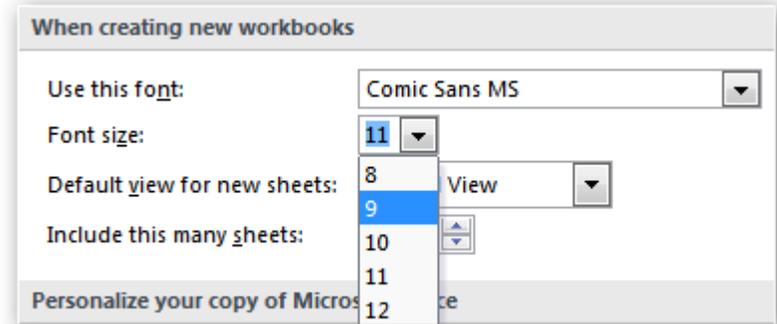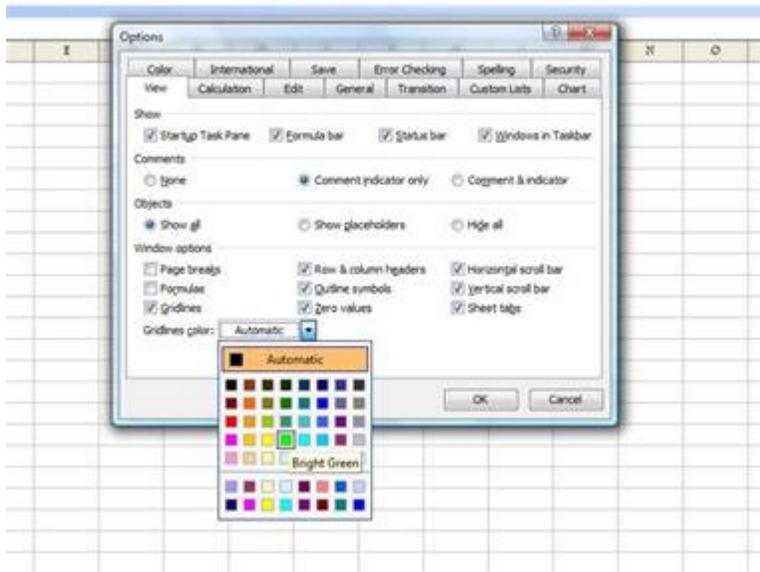
4. Now when you create a new worksheet, you'll see that the font is set automatically to your new selection.
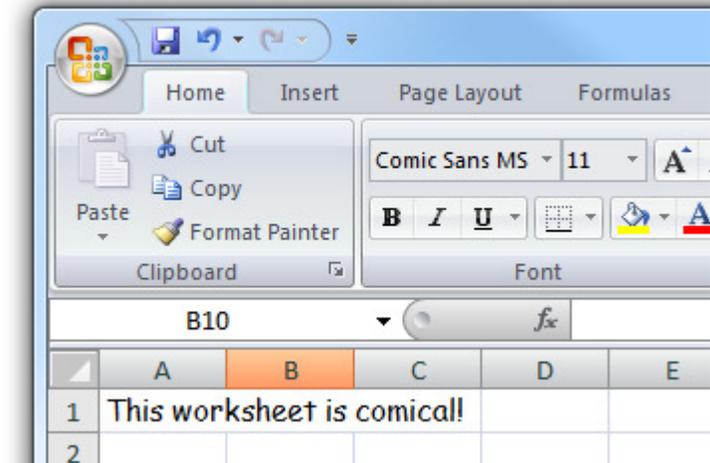
5. You can always change the font using the Ribbon as well, but it's only active for the current worksheet.