

Excel Options

General

Formulas

Data

Proofing

Save

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

General options for working with Excel.

User Interface options

When using multiple displays: 

- Optimize for best appearance
- Optimize for compatibility (application restart required)

- Show Mini Toolbar on selection 
- Show Quick Analysis options on selection
- Show Convert to Data Types when typing 
- Enable Live Preview 
- Collapse the ribbon automatically 
- Collapse the Microsoft Search box by default 
- Show save commands in the application header 

ScreenTip style:

**Windows**

OK Cancel

Excel Preferences

Authoring

- General
- View
- Ribbon & Toolbar
- Edit
- AutoCorrect
- Chart
- Ease of Access

Formulas and Lists

- Calculation
- Error Checking
- Custom Lists
- AutoComplete
- Tables & Filters

Sharing and Privacy

- Save
- Compatibility
- Security
- Privacy

**Mac**

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**KJ Lindholm-Leary**



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