Microsoft Excel Settings

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| **Setting** | **Excel Options Category** |
| Include this many sheets | Popular |
| Enable background error checking | Formulas |
| Save files in this format | Save |
| After pressing Enter, move selection down | Advanced |
| Alter the author’s name | Popular |
| Change the folder to look in for spreadsheets | Save |
| Show formula bar | Advanced |

Popular Settings

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| --- | --- |
| **Setting** | **Value** |
| Show Mini Toolbar on selection | On |
| Enable Live Preview | On |
| Show Developer tab in the Ribbon | Off |
| Colour Scheme | Blue |
| ScreenTip style | Show feature descriptions in ScreenTips |
| Use this font | Body Font |
| Font size | 11 |
| Default view for new sheets | Normal View |
| Include this many sheets | 3 |
| User name | Watsonia Publishing |