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doneedit hotspotsThe Quick Access Toolbar gives you access to common commands regardless of which tab is selected. You can customize the commands to suit your preferences. The Name box displays the position or name of a selected cell. In the formula bar, you can enter or edit data, a formula, or a function that appears in a specific cell. A column is a group of cells that runs from the top of the page to the bottom. In Excel, columns are identified by letters. The ribbon contains all the commands you need to perform common tasks in Excel. It has multiple tabs, each with multiple sets of commands. From here, you can access your Microsoft account information, view your profile, and switch accounts. Each rectangle in a workbook is called a cell. A cell is the intersection of a row and a column. Just click to select a cell. A row is a group of cells that runs from the left side to the right. In Excel, rows are identified by numbers. Excel files are called workbooks. Each workbook contains one or more worksheets. Click the tabs to switch between them, or right-click to get more options. Click and drag the slider to use the zoom control. The number to the right of the slider reflects the zoom percentage. There are three ways to view a worksheet. Simply click a command to select the view you want. You can use the scroll bars to scroll up and down or from page to side. To do this, click and drag the vertical or horizontal scroll bar. Page 2 55e87fde1662829834998132 55e0788ebae0135431cfdd0d Back to tutorial /en/excel2013/excel-2013-customizing-the-ribbon/content/ How to see the ribbon in touch mode in Excel 2013: If you are working on a touchscreen device, You can enable Touch mode to create more open space on the ribbon, making commands easier to tap with your fingers. Click the drop-down arrow to the right of the Quick Access toolbar, and then select Touch/Mouse Mode from the drop-down menu. Add Touch/Mouse Mode to the Quick Access toolbarThe Touch/Mouse Mode command appears on the Quick Access toolbar. Click the Touch/Mouse Mode command, and then select Touch from the drop-down menu. Select Touch ModeThe ribbon switches to Touch mode. The ribbon in Touch mode To turn off the touch mode, click the command and then select the mouse from the drop-down menu. Mouse mode /en/excel2013/what-are-reference-styles/content/ I want to change the default theme for Excel so that the correct fonts and colors are present when you open a new blank document. I've come to the point of creating a theme and setting it as the default, but for some reason new documents use the Office theme instead of the default theme. That's how all the new documents are: I searched the Internet for a solution to this problem and nothing I think seems to work. Try this and that, but it doesn't work. So far, I've: Creates an empty workbook; Apply the theme; Saved as a template template in the default template directory. Several case (Book.xlsx) times case (Book.xlsx) have been tried for the file name. Attempts to change the default template directory and place the files there. Examined in other default template directories for different users, public users, all users, and so on. Still, no luck. Any ideas on how to get this to work? When you create a new Excel workbook, you get a default Excel workbook. But what if you don't like this workbook? You may have a default header that you always (or almost always) use on pages in your workbook. Or, you prefer a different default font or size, typically use the comma number format, or you often change the layout of the column widths when you create a new worksheet. Do you often print your worksheets on paper in legal form with landscape orientation? Does your company need a disclaimer or a confidentiality footer in key Excel workbooks? If you frequently change the default Excel worksheets, customizing the default Excel workbook can be a big time savings. As it turns out, Excel gives you quite a bit of control over the look and layout of your worksheets. It's pretty easy to create a fully customized standard workbook. The trick behind this magic in Microsoft Excel is to create a template file named book.xlsx (or book.xltn if your default workbook contains macros) and then save that file to the appropriate location on your hard drive. (This required name assumes that English is the interface language). You cannot use Book1 or custom or any other variant. Overview: Create a new Excel workbook templateTo create a new standard Excel workbook template:Open a new blank Excel workbook. Next, adjust the blank workbook exactly as you want it to look. Save the workbook with the specific file name to a specific folder. More ideas and more detailed steps can be found below. Some Excel workbook items that you can change:Font style and font size: Select the parts of the worksheet you want to change and select your number, alignment, and font formatting settings from the font group on the Home tab. Print settings: Select one or more worksheets, and then select the Page Layout &gt; Page Setup Group tab to specify print settings including header and footer, margins, and orientation, and other print layout options. Number of sheets: or delete worksheets, rename sheet tabs, and even change the table color. Column widths and layout: If you usually prefer different column widths, select the columns or even the entire worksheet, and then change the column width. Gridlines: Would you prefer darker gridlines on each of your worksheets? Unlike borders, only gridlines are displayed and are not printed. To change the grid line color, select File&gt; Options &gt; Advanced. Next, select Show options for this worksheet, and then select the workbook name from the list. Finally under Show Show select a different gridline color. NOTE: Any new worksheets that you insert into your custom default workbook will return to the original formatting and layout. You can add additional worksheets to the original workbook, or reserve an additional or master worksheet that you can copy at will. Apply changes to multiple cells and/or worksheets To add custom formatting changes to each cell, column, or row, first select all cells with Select All (press [Ctrl] + A). When you're done formatting cells, press [Ctrl] + [Home] to delete the cell highlights. To apply changes such as formatting or print settings to multiple worksheets in a workbook, right-click any sheet tab, and then left-click Select All Sheets that merge the shared actions worksheets. When you have completed the changes, left-click any sheet tab to delete the worksheet grouping. Learn more about grouping multiple worksheets. Change the number of worksheets in a workbookYou don't need to create a new default workbook if you just want to change the number of worksheets in a new workbook. The default is the number of worksheets is 1; in Excel 2013 and earlier, the default value is 3. To change the default number of worksheets in a new workbook, select &gt; options to Select the General category and specify the number of sheets you want in the Include these many sheets setting. Save your new workbook to save your new default workbook.If the new default workbook is set up according to your preferences, select the File tab, and then save as &gt; Workbook.In Save as button, select the Save drop-down list as type, and select Excel template (\*.xlsx). Name the file book.xlsxXLSTART DirectoryThe file must be saved or moved to your XLSTART directory, which is located on your local Drive C:. The location of this directory depends on your version of Windows and Microsoft Office. Search for the folder on your hard drive. On most systems, the location is:C:\users,&lt;username&gt;\AppData and Roaming, Microsoft Excel and XLSTART &lt;username&gt; (Windows login name). Find the XLStart folder To find the path of the XLStart folder, check the Trust Center settings:Click File Options.Click Trust Center, and then under Microsoft Office Excel Trust Center, click Trust Center Settings. Click Trusted Locations, and then check the path to the XLStart folder in the list of trusted locations. Can't find the XLSTART directory? You may need to create the directory in the above location, or the AppData folder may be hidden. To view hidden folders in File Explorer: Start File Explorer. On the View tab of the ribbon, click the top half of the Options button. Turn on the View tab in the Folder Options dialog box. Under Hidden files and folders, select View Hidden Files. Folders, and Drives. Click OK. You should now be able to navigate to C: \users,&lt;username&gt;\AppData and Roaming. Microsoft and Excel and XLSTART,&lt;username&gt;, &lt;/username&gt; &lt;/username&gt; &lt;/username&gt; &lt;/username&gt; &lt;/username&gt; is your Windows login name. After you save the template file, you can close it. Close Excel.Start Excel to view your new workbook. If you are using the new standard Excel workbook now, the new blank workbook is based on the template you created each time you start Excel. If you press [Ctrl] + N, the new workbook is also created from your template. Selecting other options for a new workbook may not work because the Excel home screen uses a different default workbook by default. To make it easier to use your custom Excel standard workbook, you can disable the home screen by using the steps in this article. As always, this or any other workbook can be customized as needed. Note that creating and saving a custom excel standard workbook changes only the default workbook on the active computer and does not affect the workbook that others on your computer network use. However, you can share your default workbook by copying your book.xlsx file to the correct location on another computer. Options If XLSTART Directory Is not availableOn some networks with many security restrictions, you may not have access to the XLSTART directory or have permission to save files. Instead, create a startup directory on your own system with any name and save the book.xlsx file to this new alternate startup directory. The directory name you choose doesn't matter, but you need to tell Excel where it is. To save your default workbook to an alternate directory:Create a new folder on your C: drive where you save your .xlsx file. Next, open File &gt; Options, and then click the Advanced section. Under the General section, type the full path of the folder that you want to use as an alternate startup folder in the startup, open all the files in If a workbook with the same name is in both the XLSTART folder and the alternate startup folder, the file opens in the XLSTART folder. Caution: Because Excel tries to open each file in the alternate startup folder, make sure that you specify a folder that contains only files that Excel can open, and only files that you want to see each time you start Excel. Create your own custom workbook to save you time and effort in Microsoft Excel. Was this helpful? See more time-saving Microsoft an. Von Dawn Bjork, MCT, MOSM, CVP, The Software Pro® Microsoft Certified Trainer, Productivity Speaker, Certified Virtual Presenter Presenter &lt;/username&gt; &lt;/username&gt;

