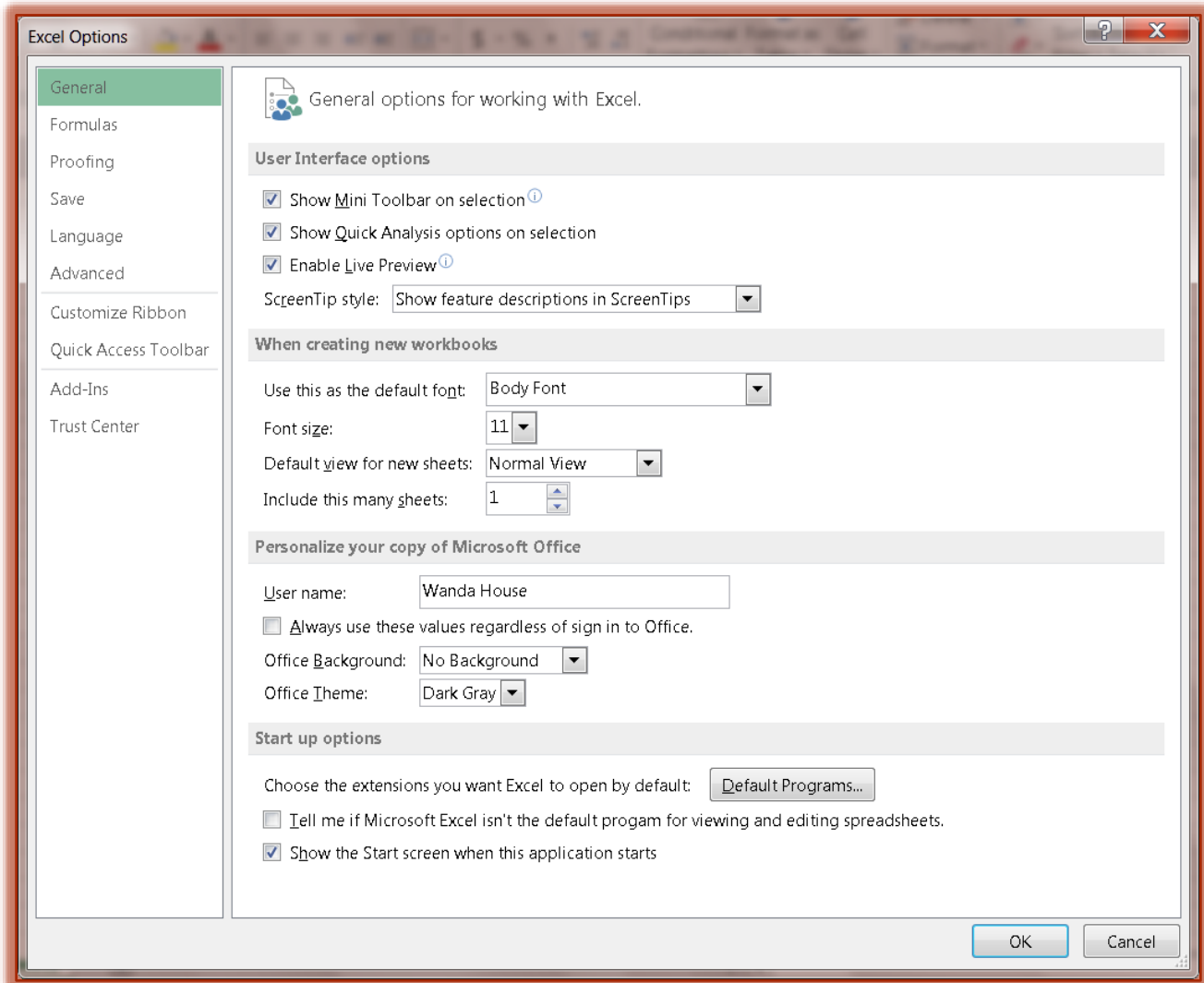
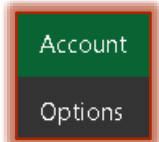


Change Excel Program Options

There are several options available in Excel that may be customized to meet individual needs. These options are accessed through the **File Tab**. To access these:

- ✦ Click the **File Tab**.
- ✦ Click the **Options** link on the bottom left side of the window (see illustration at right).
- ✦ The **Excel Options** window will display (see illustration below).



- ✦ Click one of the links along the left side of the window to see the available options.
 - ★ **General** – This area is used to change the most popular items in Excel such as whether or not the Mini Toolbar will be displayed and whether to enable Live Preview. This is also the area where you can change the default font options for the program.
 - ★ **Formulas** – Click this link to make changes to items related to formula calculations, performance, and error handling of formulas.
 - ★ **Proofing** – Options for customizing how spell check should be handled are available in this area. Also, Auto Correct Options can be changed from this area.
 - ★ **Save** – Click this link to make changes to how and where the presentation is saved.

- ★ **Language** - To change the language preferences for the Excel program, select this area.
- ★ **Advanced** - This link is used to make changes to features such as editing, printing, and displaying of presentations. Options for working with charts can be specified in this area.
- ★ **Customize Ribbon** - Click this link to add or remove buttons from the ribbon. It is also possible to create a new ribbon using this feature.
- ★ **Quick Access Toolbar** - To make changes to which buttons are displayed on the Quick Access Toolbar, click this button. In this window, it is also possible to specify the order in which the buttons are displayed.
- ★ **Add-Ins** - Use this link to manage how add-ins are handled within the Excel program. Add-ins are features (programs) that are added to the regular program. These features are used to perform different tasks within Excel.
- ★ **Trust Center** - Click this link to manage the way security and protection of documents is handled within the Excel program.