



Step-by-Step: Excel Options

What you will learn: to set options in the Options dialog

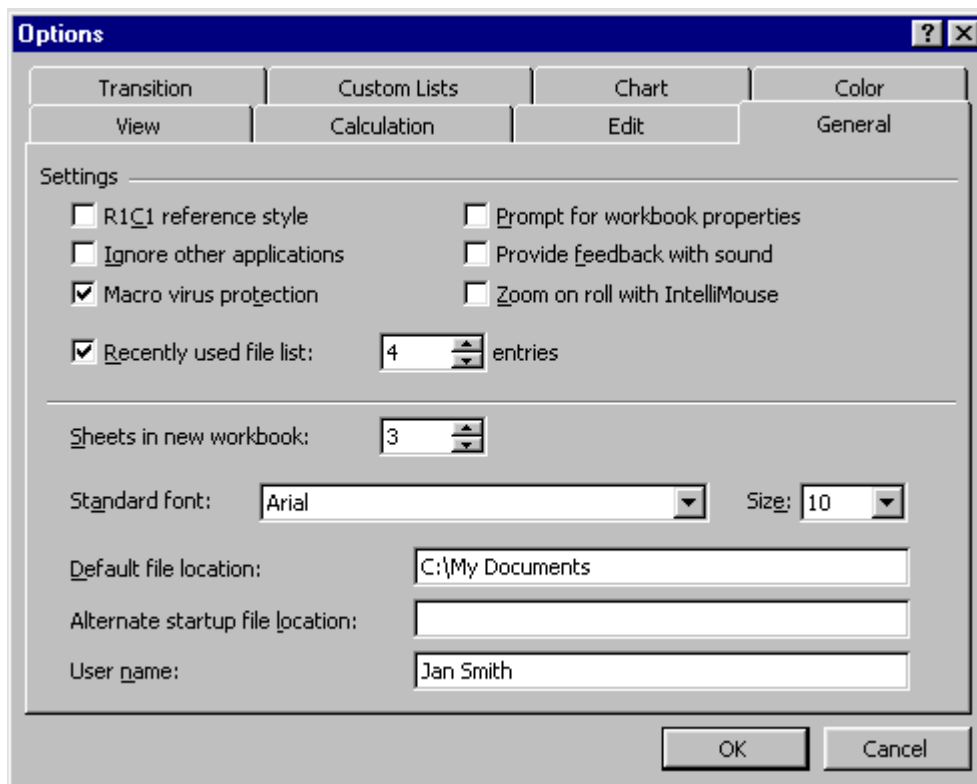
Start with:  (budget.xls)


 You must have a document open to be able to open Excel's Options dialog.

 If make a change on an Options tab, the change applies to all Excel workbooks, not just the one you have open.

Options: General

1. From the menu **select** Tools | Options... and **click** on the General tab.



Not all of these settings are important at this point. The illustration shows the default settings. Click on the  Dialog Help button and then on any choice that you don't understand.

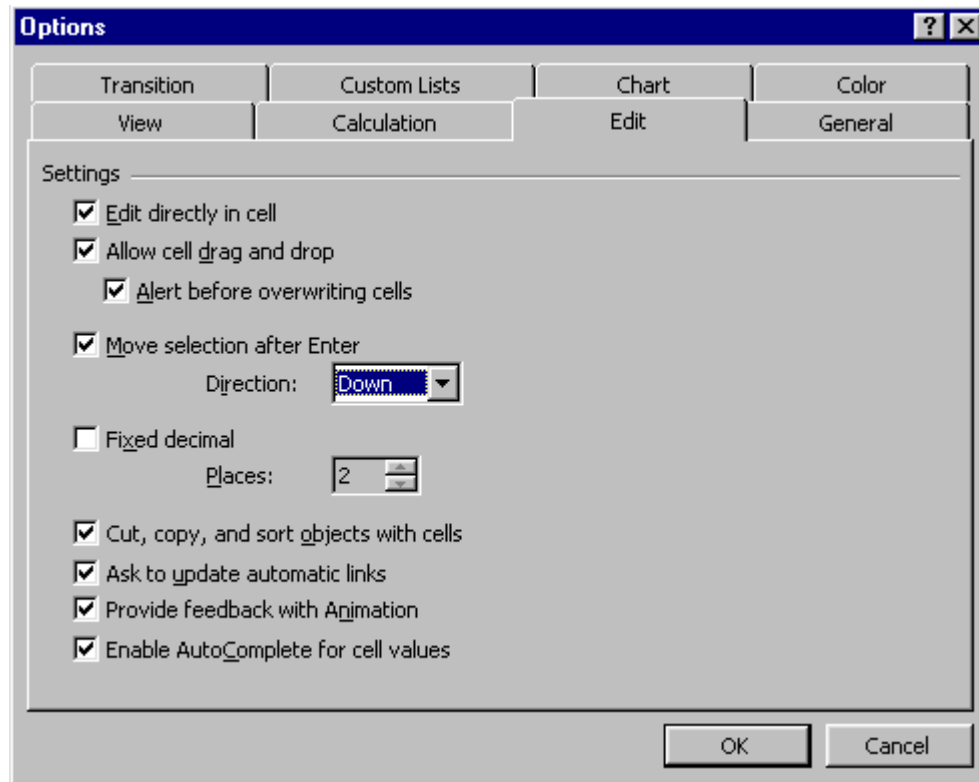
2. Be sure that the following are set:
 - R1C1 reference style is NOT checked. (This changes the cell reference order to row first and

then column)

- Recently used file list = **4** (or more)
- Sheets in new workbook = 3
- Standard font = **Arial**
- Size = **10**

Options: Edit

1. **Click** on the Edit tab. This tab manages Excel's behavior when you are editing a sheet.



02 The Edit tab has some new choices in Excel 2002/2003.

2. **All boxes** should be checked *except* for **Fixed decimal** (and **Enable automatic percent entry** in Excel 2002/2003)


- Extend list formats and formulas
- Enable automatic percent entry
- Show Paste Options buttons
- Show Insert Options buttons

What they mean:

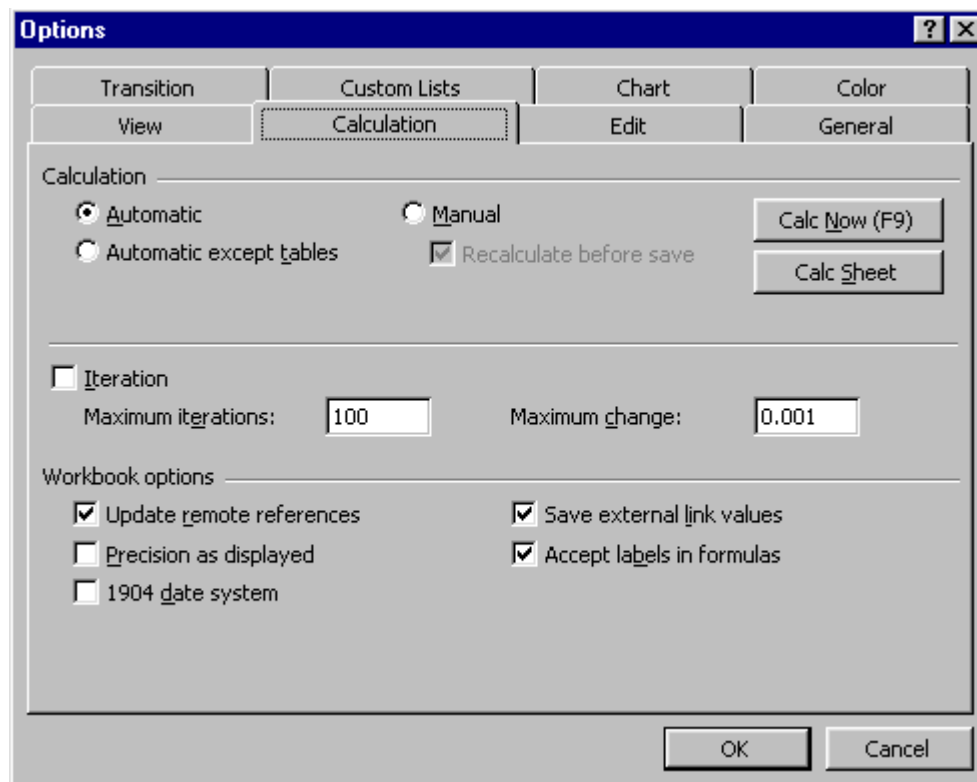
- **Edit directly in cell** - Allows you to edit in the cell instead of only in the Formula bar. Very helpful!
- **Allow cell drag and drop** - Allows you to select a range and drag it to a new location instead of having to Cut and Paste.
- **Move selection after Enter** - When you press ENTER to enter what you typed into the cell, the selected cell is changed to the next one in the direction that you chose. The default is to move the selection down one cell. This saves you a keystroke with *each* cell

when you are entering a lot of data. You would usually chose Right if entering data by rows and Down if entering by columns. When this box is not checked, the cell remains selected after you press ENTER.

- **Fixed decimal** - Formats all numbers with exactly two digits to the right of the decimal. This is useful only if **all** your numbers are going to be currency.
- **Enable AutoComplete for cell values** - As you enter values in a column, if you start to repeat text already used, Excel will show it in the cell highlighted. Press ENTER or leave the cell with TAB or an arrow key or click another cell to accept the suggested value for the cell.


Use the  Dialog Help button to see the explanation of the other options on this tab.

Options: Calculation



1. **Click** on the Calculation tab.
2. Choose **Automatic** in the top section on the tab. This makes the sheet *immediately* recalculate a formula whenever a cell referenced by the formula changes. If you chose **Manual**, to recalculate the formulas you have open this tab and click on one of the Calc buttons. Awkward!
 - **Calc Now** = recalculates all calculated values on all open worksheets. Such recalculations can take some time to do.
 - **Calc Sheet** = recalculates only the active sheet.

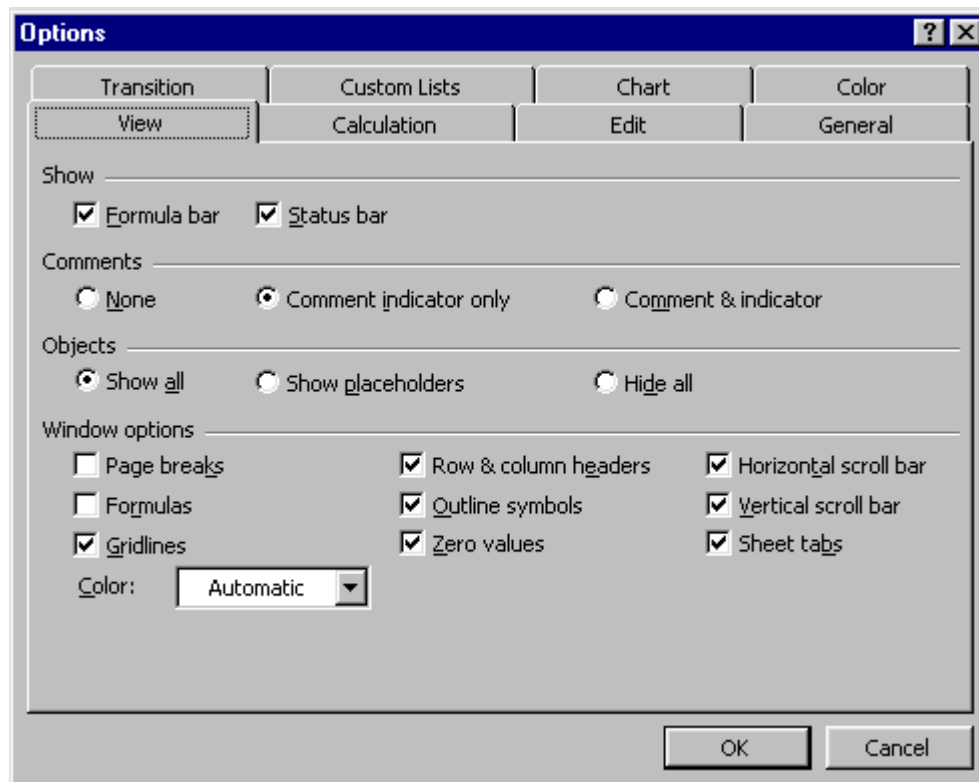
Leave the other settings at their defaults, as shown.

 If your formula seem to do exactly nothing, the workbook may be set for Manual calculation. On the other hand, your formula could be wrong!

Options: View

You already looked at part of this tab when checking out the [appearance](#) of the Excel window.

1. **Click** on the **View** tab. This tab controls whether some parts and features of the Excel window and the workbook window are displayed or not.





2. **Show:** Check the boxes for both Formula bar and Status bar.
 3. **Comments:** Choose **Comment indicator only**
 4. **Objects:** Choose **Show all**
 5. **Window Options:**
 - Be sure **all boxes are checked** *except* Page breaks and Formulas
 - Set Color to **Automatic**.
-

Options: other tabs

You don't need to be concerned with the other tabs at this time.

- **Transition** is for people changing from Lotus 1-2-3 to Excel.
- **Custom Lists** lets you create lists for AutoFill.
- **Chart** has just a few settings to control chart behavior.
- **Color** just sets the palette of colors for your sheets. It is almost certainly at the default palette. If your colors seem to be off, press the Reset button on the Color tab.

02  Excel 2002/2003 adds more tabs that are not particularly important to us right now. If you are not using English, you might want to make changes on the International and Spelling tabs.

- **International** allows you to change the symbol for decimal and numbers separators without having to change all the Regional Options. There are some other choices that are helpful for non-English languages
- **Save** sets timing and location for automatic saves.
- **Error checking** enables/disables automatic error checking. There are a number of standard rules that can be enabled/disabled.
- **Spelling** allows you to change custom dictionaries.
- **Security** allows you to password-protect the workbook for opening and for modifying. You can also set security for macros.

Close budget.xls.