



15 EXCEL SETTINGS YOU SHOULD CHANGE ASAP



Download in hi-res & step-by-step Video: <https://bit.ly/excel-settings>

#	WHAT?	HOW?	WHY?
1	0 Prevent Excel Dropping Leading Zeros	File → Options → Data → Automatic Data Conversion > Uncheck "Remove leading zeros and convert to number"	Preserve the desired data entry format, e.g., 075551234 is not converted to 75551234
2	+ Use Focus Cell for Easier Navigation	<ul style="list-style-type: none"> View tab → Focus Cell (available with Microsoft 365) Shortcut: Alt + W + E + F 	When working with large datasets, Focus Cell helps highlight the row and column of the active cell
3	Remove Gridlines	View tab → Uncheck Gridlines	When building dashboards or summary reports, gridlines can clutter your visuals
4	X=ABC Custom Auto-Correct Shortcuts	File → Options → Proofing → AutoCorrect Options → Add a shortcode such as RR → Add a replacement value such as "Quarterly Revenue Report"	Excel will automatically replace "RR" with "Quarterly Revenue Report", reducing your typing effort
5	Hide the Copilot Icon	File → Options → Copilot → "Show only for relevant suggestions." keyboard shortcut to open Excel Options: Alt → F → T	Prevent the Copilot icon from hiding vital information
6	Set Your Default PivotTable Layout	File → Options → Data → Edit Default Layout	No need to manually switch from Compact to Tabular layout and disable subtotals
7	Disable GETPIVOTDATA	Select a cell in a PivotTable → PivotTable Analyze tab → Options → Uncheck "Generate GETPIVOTDATA" Disable it with caution - GETPIVOTDATA enables you to build robust analysis that auto-adapts to PivotTable changes.	Prevent Excel from replacing simple references like =C5 with =GETPIVOTDATA(...) when working with PivotTables
8	Ensure Backward Compatibility	File → Info → Inspect Workbook → Check for Issues → Check Compatibility → Select an Excel version → Excel will highlight incompatible features	To avoid formula breakage in files you share with users on older Excel versions
9	Use the Clipboard to Copy/Paste More	Home tab → Click on Clipboard launcher icon	Clipboard stores up to 24 items, so you don't need to copy text, images, or formulas again & again
10	Change the Ruler Units	<ol style="list-style-type: none"> Enable the ruler: View tab → Page Layout → Enable Ruler Change units: File → Options → Advanced → Display section → Ruler Units: [choose Inches, Centimeters, or Millimeters] 	Easily design templates or printable labels in units you are more familiar with
11	Auto-Open Your Most Used Files	<ol style="list-style-type: none"> Save your go-to Excel files in a folder Copy the folder path (Shift + Right Click → "Copy as Path" or Ctrl + Shift + C) File → Options → Advanced → General → "At startup, open all files in:" → Paste in the path removing the double quotes surrounding it. 	No need to reopen your essential files every time you start Excel
12	Stop Excel from Auto-Linking URLs	File → Options → Proofing → AutoCorrect Options → AutoFormat As You Type tab → Uncheck "Internet and network paths with hyperlinks."	If you don't want to auto convert all your URLs into hyperlinks
13	Make the Mouse Pointer a Lasso	<ul style="list-style-type: none"> Home → Find & Select → Select Objects Drag your mouse to select all objects in one go 	Quickly select multiple and layered objects like images, charts, shapes etc.
14	Stop Excel Files from Opening in Your Browser	<ul style="list-style-type: none"> Open Edge browser → Go to Settings → Downloads Toggle OFF "Open Office files in the browser" 	Automatically make your Excel files download and open in the desktop app
15	A1 Turn Off Table Structured References	File → Options → Formulas → Uncheck "Use table names in formulae." Note: this is only recommended in special circumstances.	Revert to standard Excel formulas, such as =SUM(C1:C10) instead of SUM(Table1[Sales])



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