

# Assorted Software Tips&Tricks

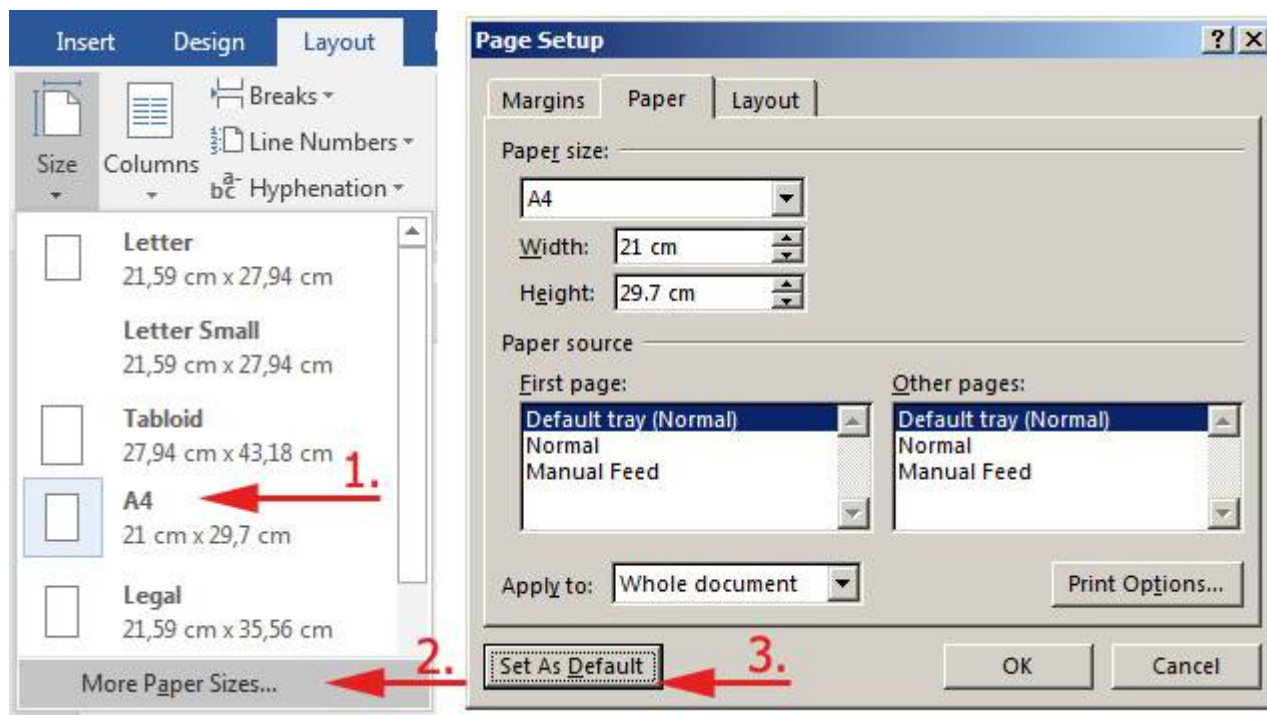
## File Services and Backup

- MS Windows
- MS Office

### Microsoft Office

#### MS Word

Set default page size for new documents



### MS Windows

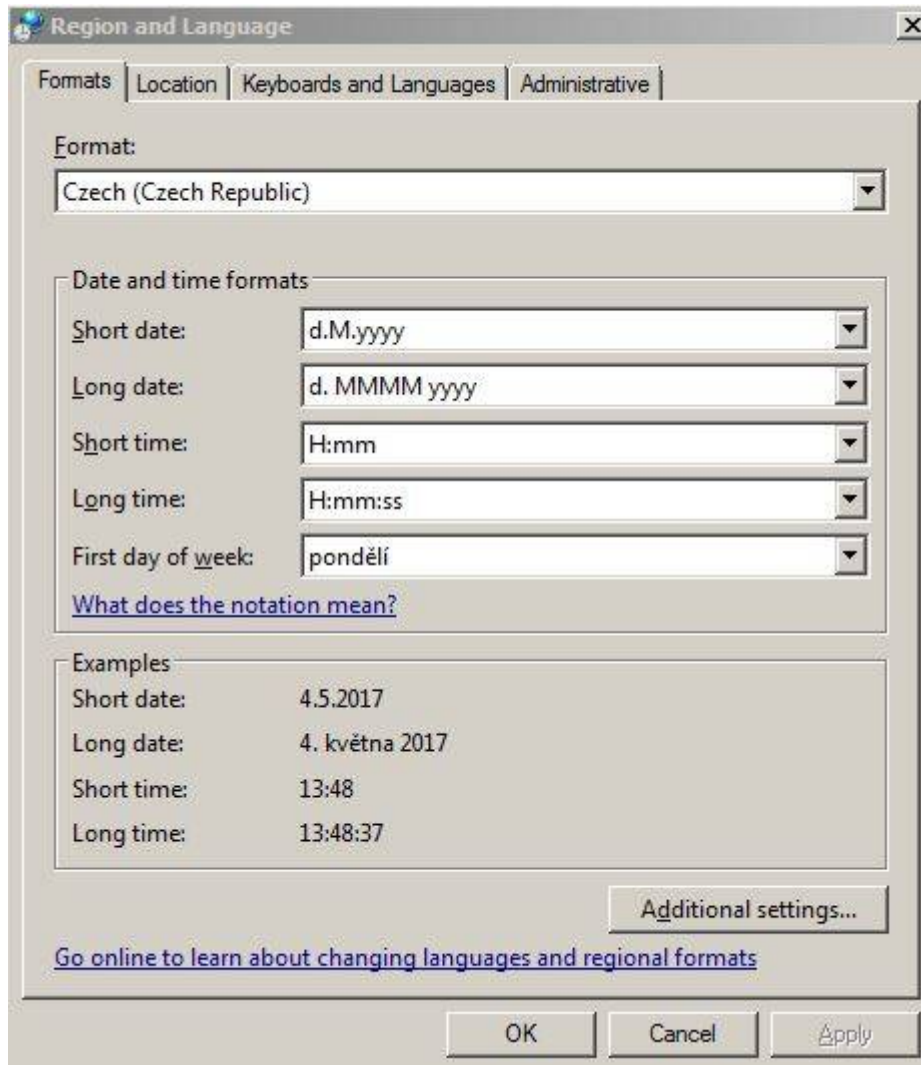
#### Date&Time and Number Formats

**Symptom:** Excel and other programs use non-preferred format for dates and numbers

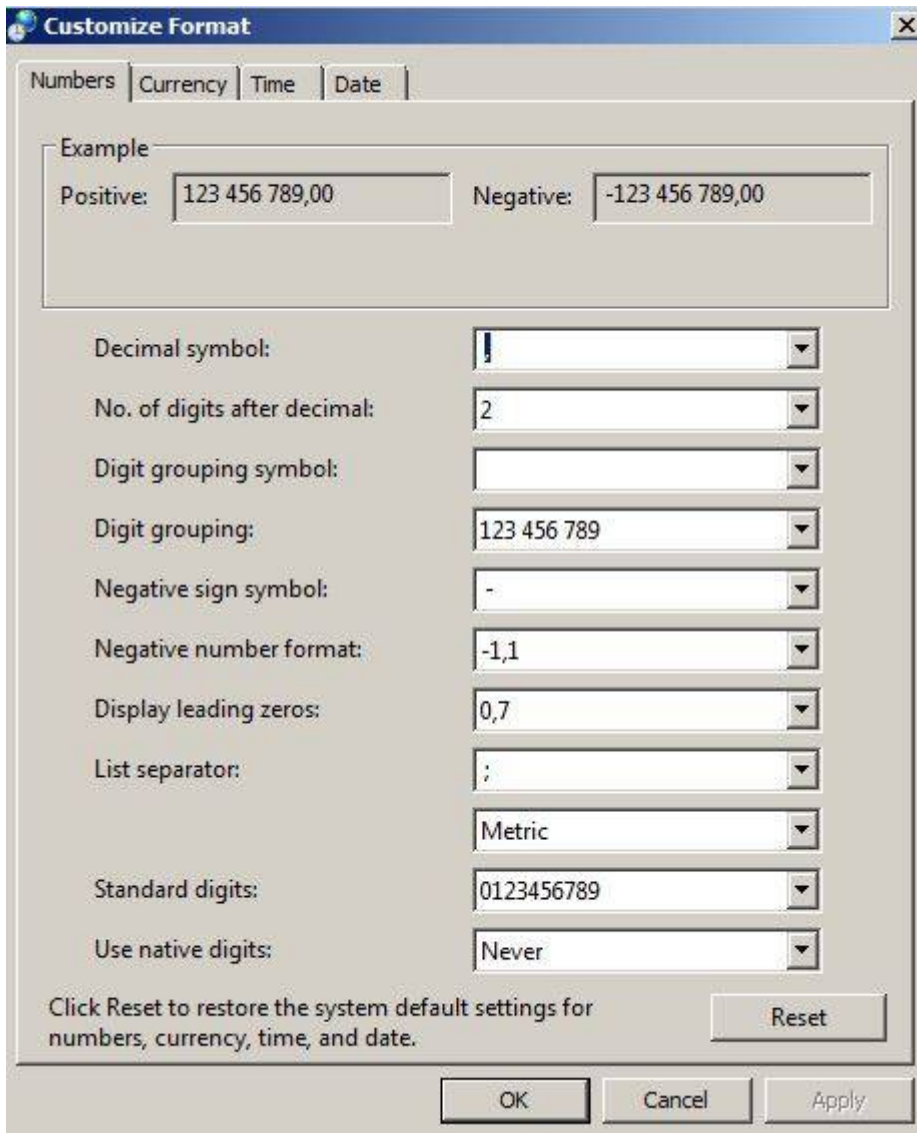
**Solution:** **It must be set system-wide** - go to Windows settings via **Control Panel** → **Region & Languages**

**Details:**

Set preferred date and number format via dialog:



And "Additional settings":



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Last update: **2017-05-04 11:58**

