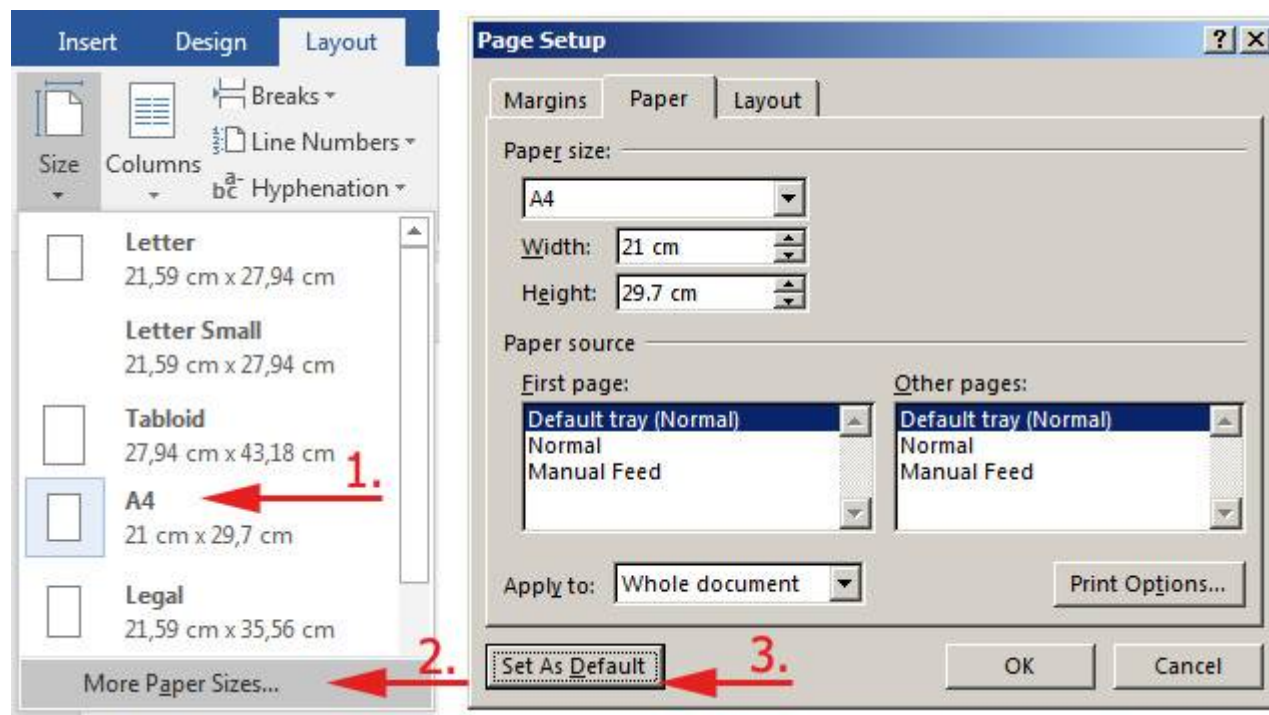


# Assorted Software Tips&Tricks

## 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 formatting via dialog:

...

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