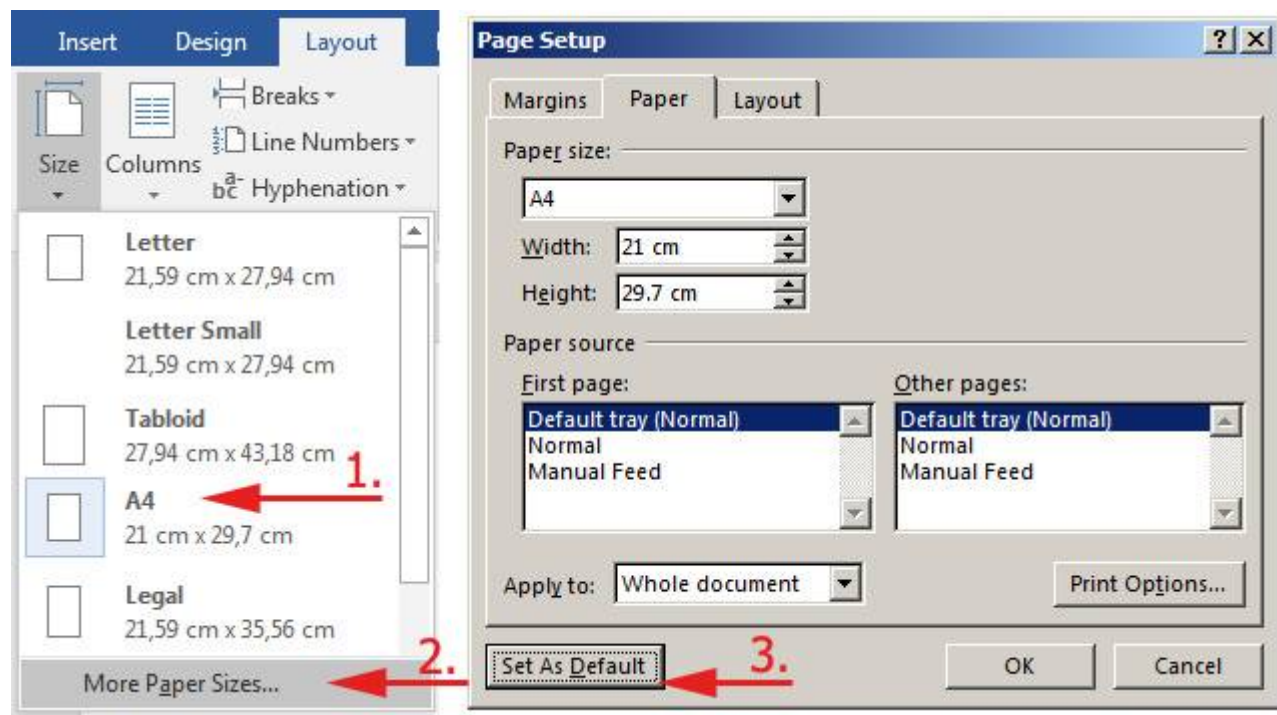


# Assorted Software Tips&Tricks

## Microsoft Office

### MS Word

#### Set default page size for new documents



## MS Windows

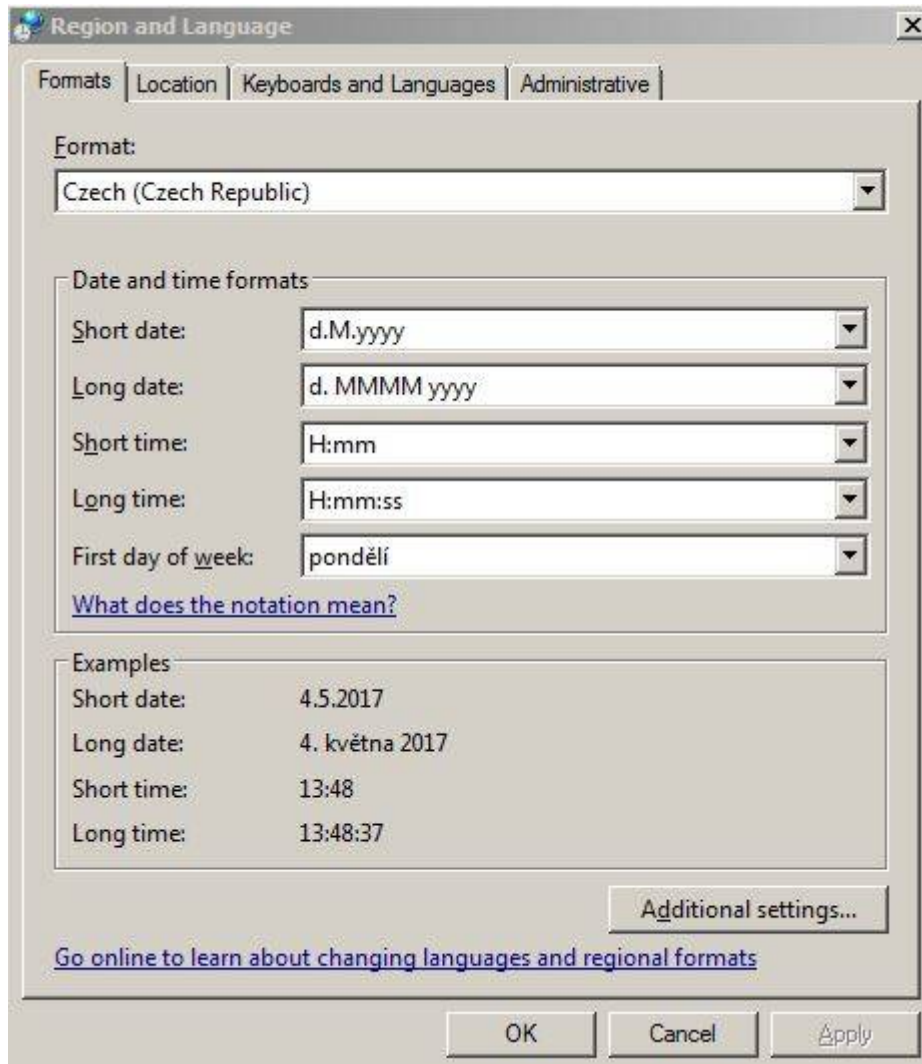
### Date&Time and Number Formats

**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 preferred date and number format via dialog:



And “Additional settings”:

**Customize Format**

Numbers | Currency | Time | Date

Example  
Positive: 123 456 789,00 Negative: -123 456 789,00

Decimal symbol: ,

No. of digits after decimal: 2

Digit grouping symbol:

Digit grouping: 123 456 789

Negative sign symbol: -

Negative number format: -1,1

Display leading zeros: 0,7

List separator: ;

Metric

Standard digits: 0123456789

Use native digits: Never

Click Reset to restore the system default settings for numbers, currency, time, and date.

Reset

OK Cancel Apply

...

From:

<https://wiki.cerge-ei.cz/> - **CERGE-EI Infrastructure Services**

Permanent link:

[https://wiki.cerge-ei.cz/doku.php?id=public:sw\\_hints&rev=1493898906](https://wiki.cerge-ei.cz/doku.php?id=public:sw_hints&rev=1493898906)Last update: **2017-05-04 11:55**