

Assorted Software Tips&Tricks

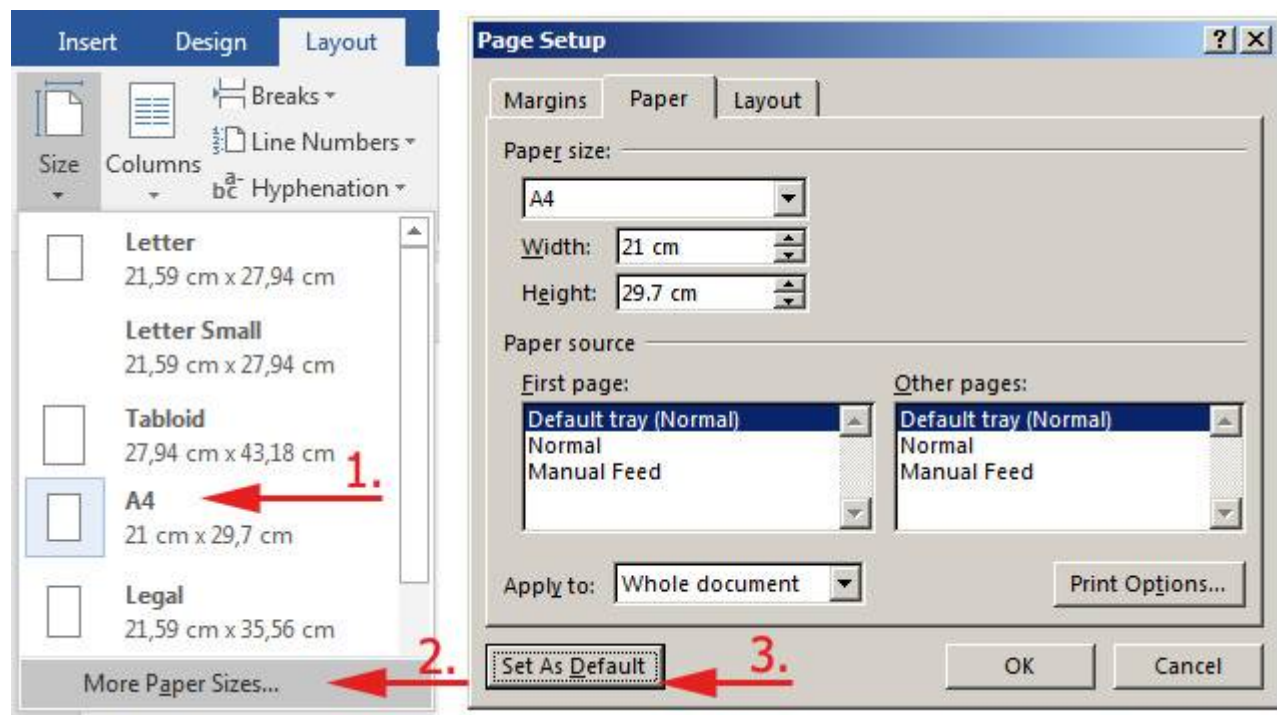
File Services and Backup

- [MS Windows](#)
- [MS Office](#)

Microsoft Office

MS Word

Set default page size for new documents



MS Windows

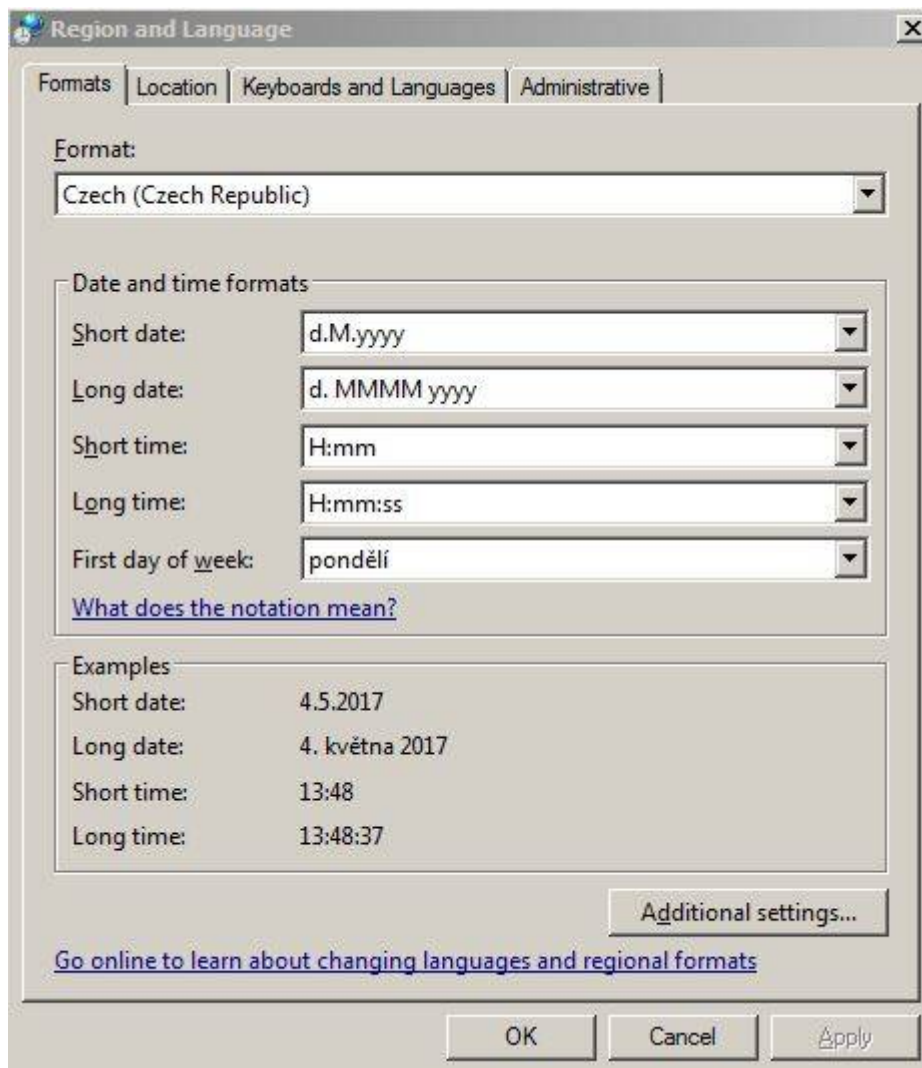
Date&Time and Number Formats

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":

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

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