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## Customize the Excel Environment

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**Practice Assignment:** Knowledge check: Customize the Excel environment

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# Exercise: Customizing formula options

## Note

This activity will make changes to the settings in Excel. Please get authorization from the relevant person/s if you are planning to use your work or someone else's computer for this activity. You can pass this course and all graded assessments without access to the downloadable version of Excel.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

## Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

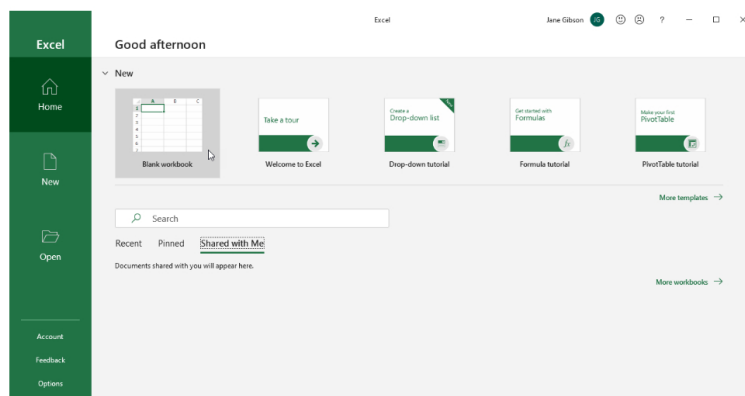
## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

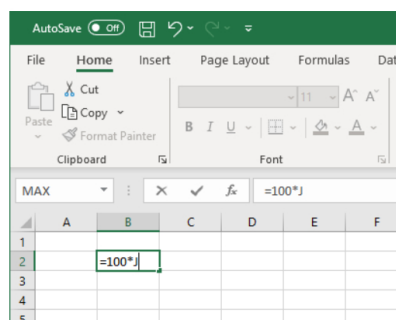
## Let's get started!

You have found that the default color that is used to identify formula errors is too hard to see. You need to change this color by modifying some of the settings in the Formulas category of the Excel Options dialog box.

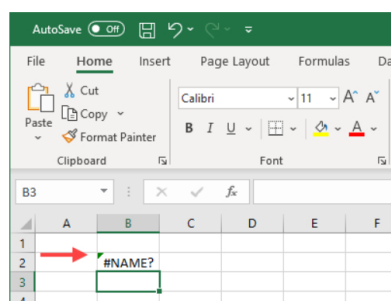
1. To begin, open a blank workbook in Microsoft 365 Excel:



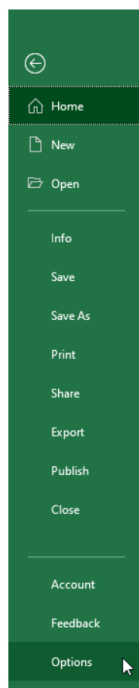
2. In the newly opened workbook, click cell **B2** and type **=100\*J** and then press **Enter**:



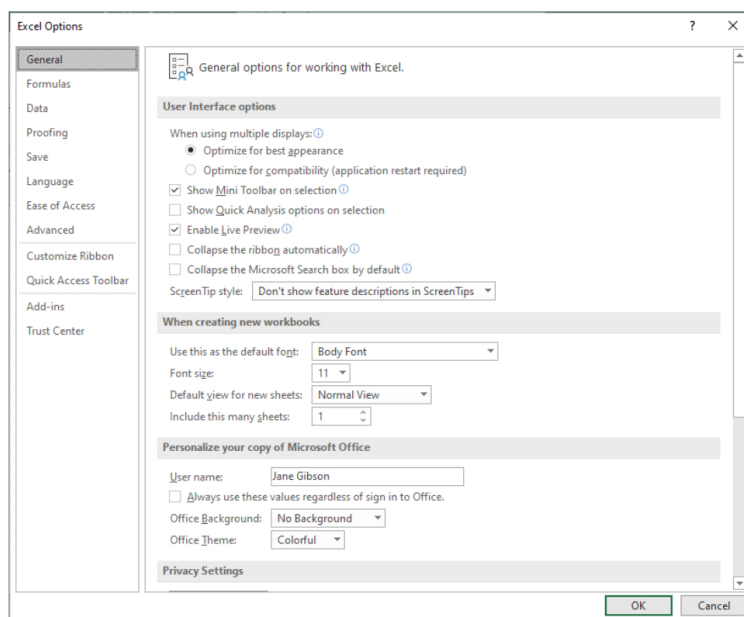
3. Note the green triangle in the top left corner of the cell:



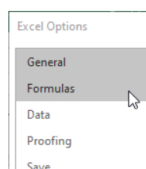
4. Next, click **File** → **Options**:



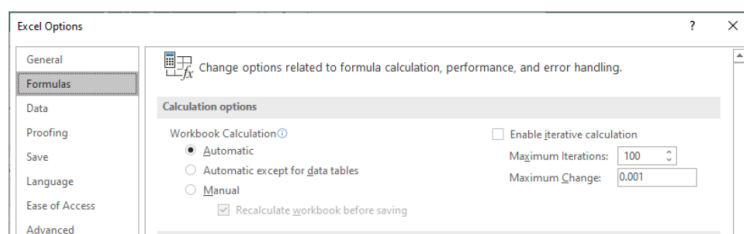
5. The Excel Options dialog box will open to the General category:

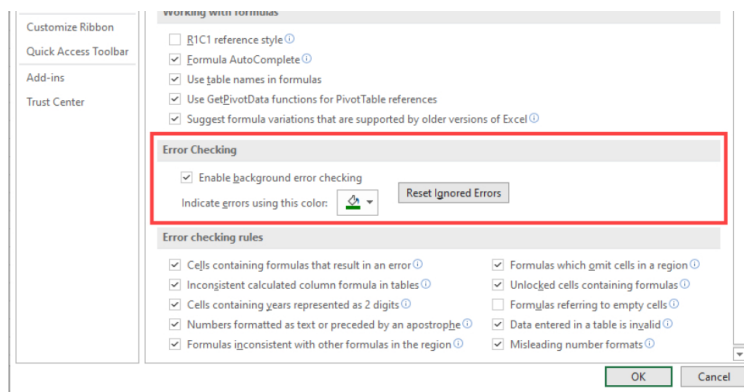


6. Click the **Formulas** category:

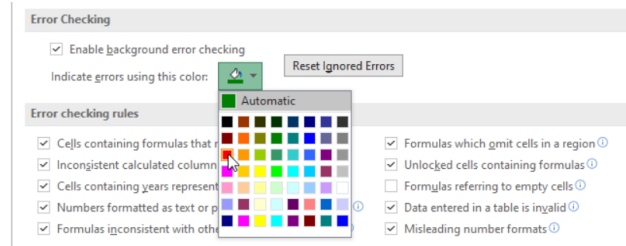


7. With the Formulas category now open, examine the **Error Checking** section. Here, you will see that the default error indicator color is a shade of green:

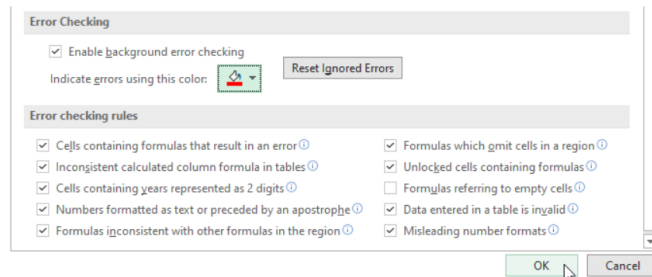




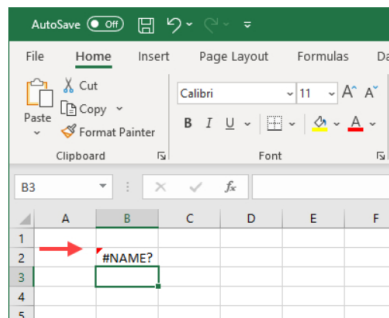
8. Click the **Indicate errors** using this color drop-down command and click **Red**:



9. With the new error indicator color now selected, click **OK** to apply this new setting:



10. Note that the error indicator in cell B2 is now red:



11. Close Microsoft 365 Excel to complete this activity.

Mark as completed

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