

DO YOU KNOW

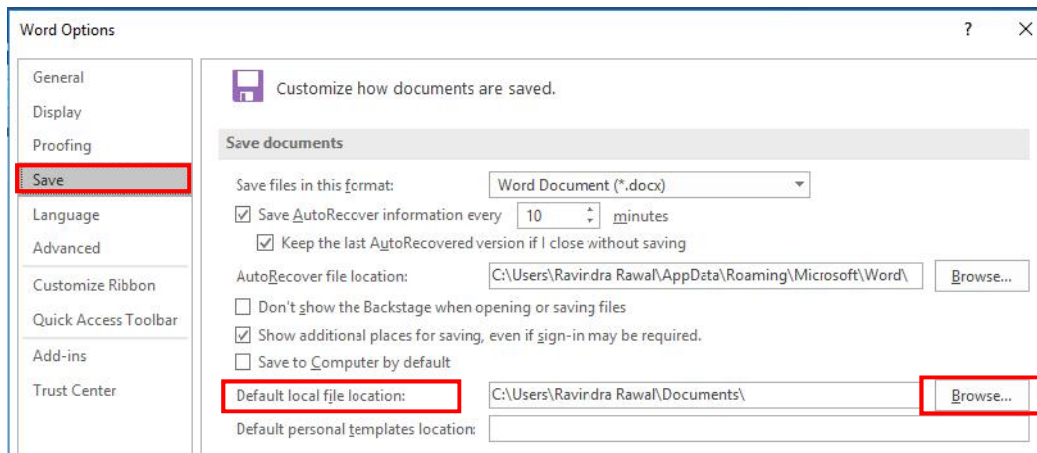
How to Set a Default Folder in Microsoft Office?

The default Documents folder, the default Workbooks folder and the Presentations default folder are the ones that all of the files that we create in our Microsoft Office programs. We are able to select a different default working folder if we need to. The folder that we select apply only to the program that we are currently working on. All you need to do is to follow the steps below.

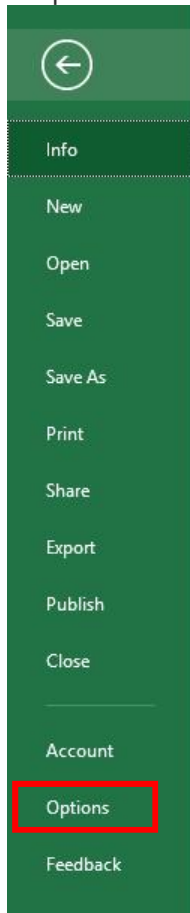
In the image below I am running the Microsoft Word application and I have selected the **File** tab in order to move to the **Backstage View**. Once in Backstage View, from the drop-down menu that appears we locate the command **Options** from the left.



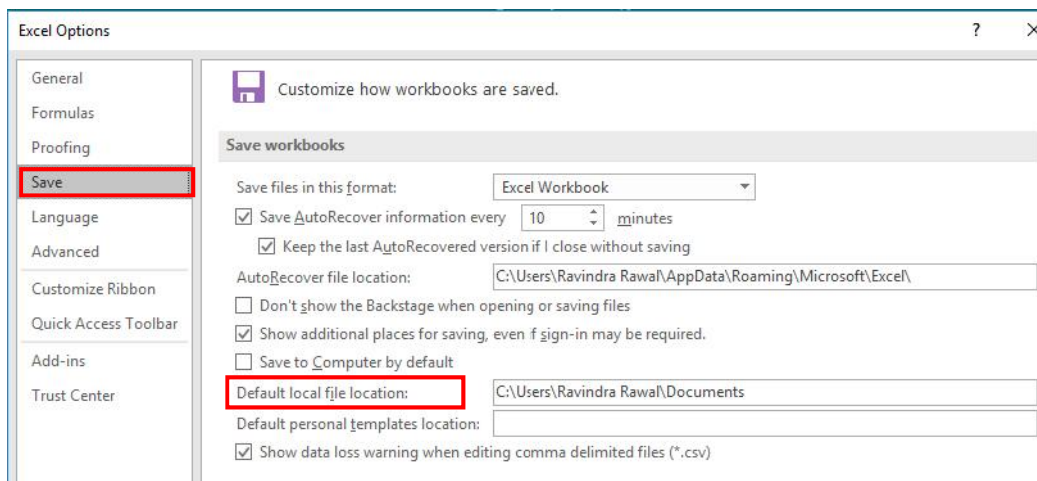
Once the command **Options** is selected the **Word Options** dialog box appears as shown below. From this dialog box, from the left we select the category **Save** and from the middle of the dialog box named **Save Documents**, we locate the area where it mentions **Default Local File Location**. At the right of this command we must select the Browse button in order to locate and select the **Default File Location** for the Microsoft Word application.



In the image below I am running the Microsoft Excel application and I have selected the **File** tab in order to move to the **Backstage View**. Once in Backstage View, from the drop-down menu that appears we locate the command **Options** from the left.



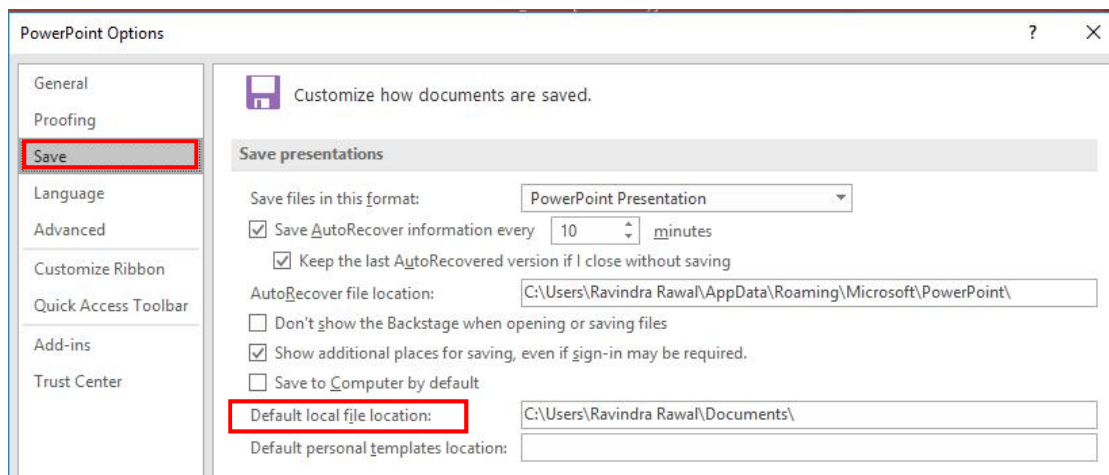
Once the command **Options** is selected the Excel Options dialog box appears as shown below. From this dialog box, from the left we select the category **Save** and from the middle of the dialog box named **Save Workbooks**, we locate the area where it mentions **Default Local File Location**. At the right of this command, in the available text box we must type in the new location that we want as our Default Folder for all the Excel Workbooks.



In the image below I am running the **Microsoft PowerPoint** application and I have selected the **File** tab in order to move to the **Backstage View**. Once in Backstage View, from the drop-down menu that appears we locate the command **Options** from the left.



Once the command **Options** is selected the **PowerPoint Options** dialog box appears as shown below. From this dialog box, from the left we select the category **Save** and from the middle of the dialog box named **Save Presentations**, we locate the area where it mentions **Default Local File Location**. At the right of this command we must type in the new location that we want as our Default Folder for all the PowerPoint Presentations.



That is, it. The above steps describe how to change the default folder for all **Word Documents**, **Excel Workbooks** and **PowerPoint Presentations**.

THANK YOU

