

# Tips & Tricks



## How to switch off the Start Screen in Word, Excel and PowerPoint

In the later versions of Word, Excel and PowerPoint, Microsoft implemented a Start Screen which is displayed when you launch the program. The Start Screen has a list of recently used files on the left as well as thumbnails for templates and tutorials.

It can be frustrating when you click on Blank workbook/document and have to click to get past the Start Screen and get started.

Well the good news is you can disable the Start Screen option:

1. File tab, Options
2. In the Options dialog box, with General selected in the navigation pane on the left, look at the bottom of the window (you may need to scroll down)
3. Clear the *Show the Start Screen when this application starts* check box
4. Click on OK

Repeat as needed in Word, Excel and PowerPoint.

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.