

Assorted Software Tips&Tricks

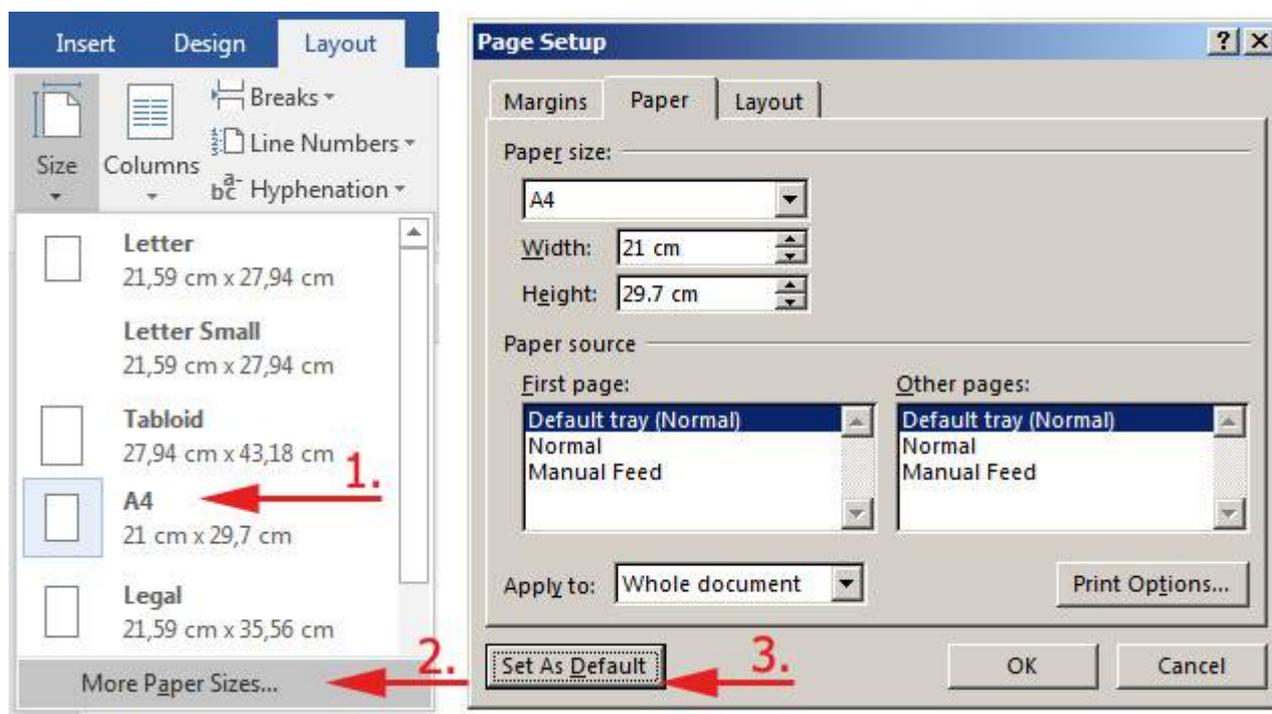
File Services and Backup

- MS Windows
- MS Office

Microsoft Office

MS Word

Set default page size for new documents



MS Windows

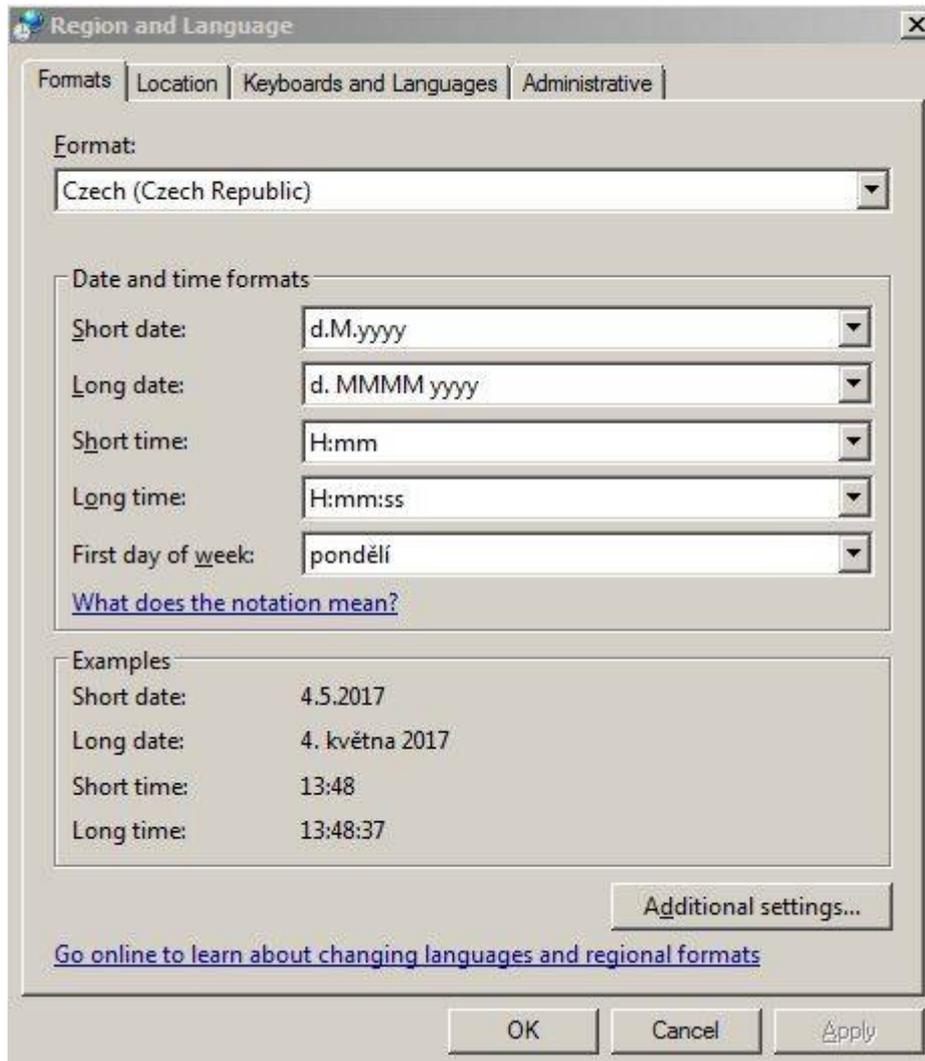
Date&Time and Number Formats

Symptom: Excel and other programs use non-preferred format for dates and numbers

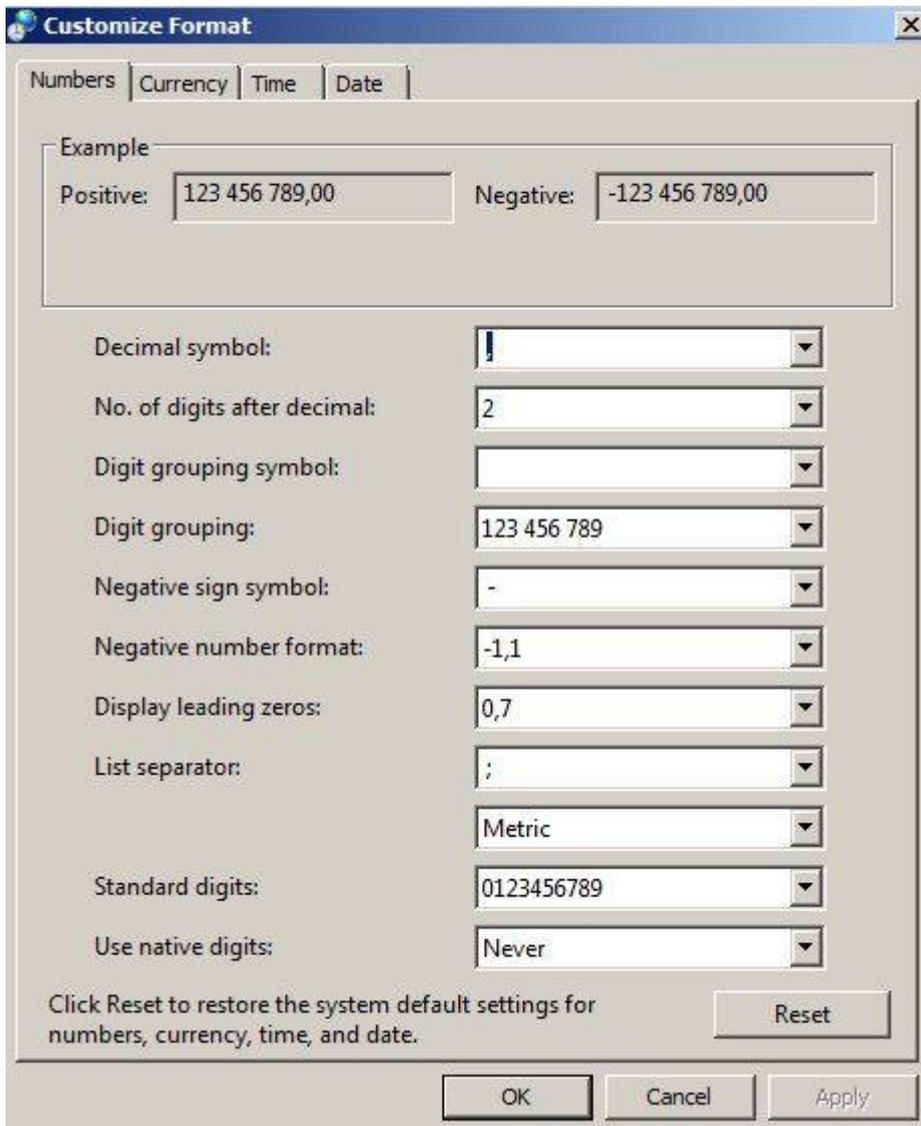
Solution: **It must be set system-wide** - go to Windows settings via **Control Panel** → **Region & Languages**

Details:

Set preferred date and number format via dialog:



And "Additional settings":



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