

## General

Proofing

Save

Language

Ease of Access

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

## Personalize your copy of Microsoft Office

User name:

Initials:

☐ Always use these values regardless of sign in to Office.

Office Background:

No Background ▾

Office Theme:

Colorful ▾

## Office intelligent services

Intelligent services bring the power of the cloud to the Office apps to help save you time and produce better results. To provide these services, Microsoft needs to be able to collect your search terms and document content.

☒ Enable services[About intelligent services](#) [Privacy statement](#)

## PowerPoint Designer

Ask for design suggestions any time by clicking Design Ideas on the Design tab.

☒ Automatically show me design ideas[About PowerPoint Designer](#)

## LinkedIn Features

Use LinkedIn features in Office to stay connected with your professional network and keep up to date in your industry.

☒ Enable LinkedIn features in my Office applications ⓘ[About LinkedIn Features](#) [Manage LinkedIn account associations](#)

## Start up options

Choose the extensions you want PowerPoint to open by default:

[Default Programs...](#)☒ Tell me if Microsoft PowerPoint isn't the default program for viewing and editing presentations.

OK

Cancel