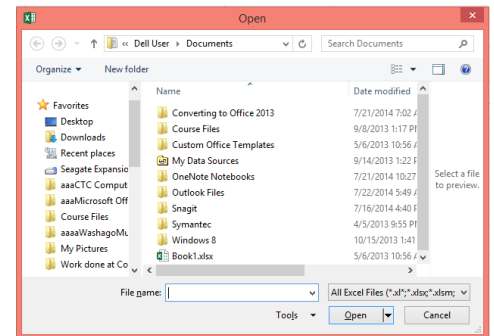## Microsoft Office 2016: Get Rid of that Annoying Backstage View

I know that you're sitting there in absolute awe of why…why oh why oh why….with a newer version of anything you'd have to do MORE steps to perform a common task like opening or saving a file?

[CTRL]O (for Open) or [CTRL]S (for Save) – has always taken you (immediately) to the OPEN or SAVE window (shown here).
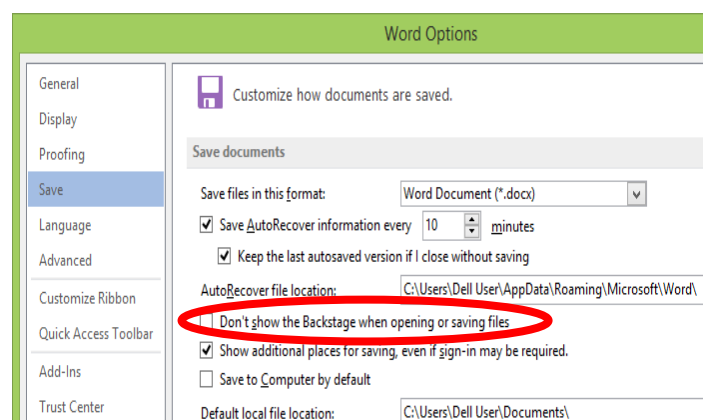
But with Office 2016 – it takes THREE (3?????) steps to get to this window: [CTRL]O, then choose COMPUTER – then click the BROWSE icon. I feel like I'm in the Twilight Zone!

What to do?

1. Click the FILE tab.
2. Choose OPTIONS.
3. Choose the SAVE category.
4. Click the DON'T SHOW THE BACKSTAGE WHEN OPENING OR SAVING FILES.
5. Click OK.

From now on – when you go to OPEN or SAVE a document, the OPEN or SAVE window will immediately appear.

NOTE #1:   Unfortunately, this "fix" does not apply when you use FILE – SAVE AS. That command will still display the Backstage View and you'll have to drill down to the actual SAVE AS window manually. Ugh.

NOTE #2:   Normally (ah…there's the rub!)…when you change the Options in one Office program it has no affect in any other Office program. But this command is the exception…if you indicate, in Word, that you don't want to show the Backstage View when opening or saving files – it will also stop doing it (again, except for Save As) in Excel, PowerPoint and Access too. That's new.