

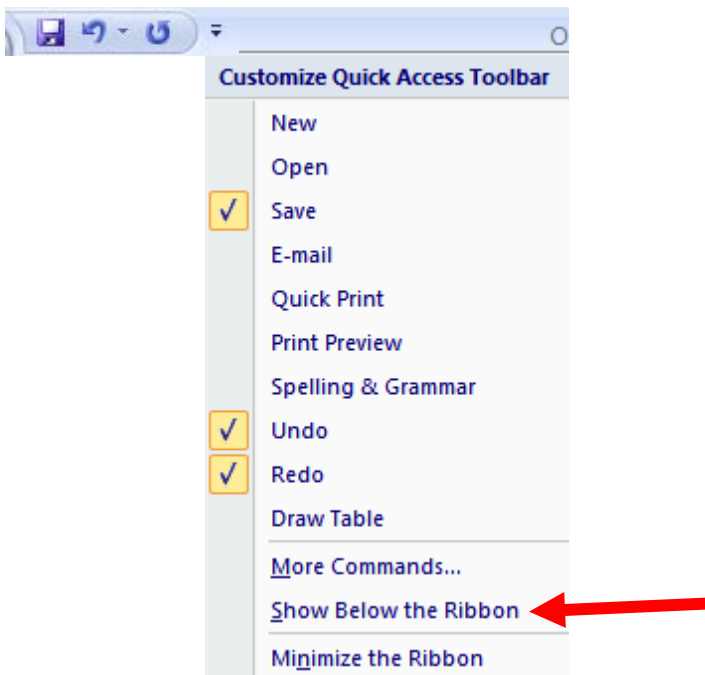
Customizing the MS Office Quick Access Toolbar

Move the Quick Access toolbar

The Quick Access toolbar is displayed to the right of the Office Button. It can be moved below the Ribbon. Why move it?

- The commands are closer to your work area.
- The toolbar is customizable. Since the toolbar can occupy more space when moved, it can hold more tools of your choice.

In Office 2007, the Quick Access toolbar is the only toolbar that you can customize. You no longer can create or modify menus and toolbars, as you could in Office 2003. This is your chance to modify your work space to better meet your style. In each of the Office 2007 programs, you can customize the toolbar for the way you work in that program. Your Quick Access toolbar in Word may be different than the Quick Access toolbar in Excel. To move the toolbar, click on its down arrow and select **Show Below the Ribbon**.

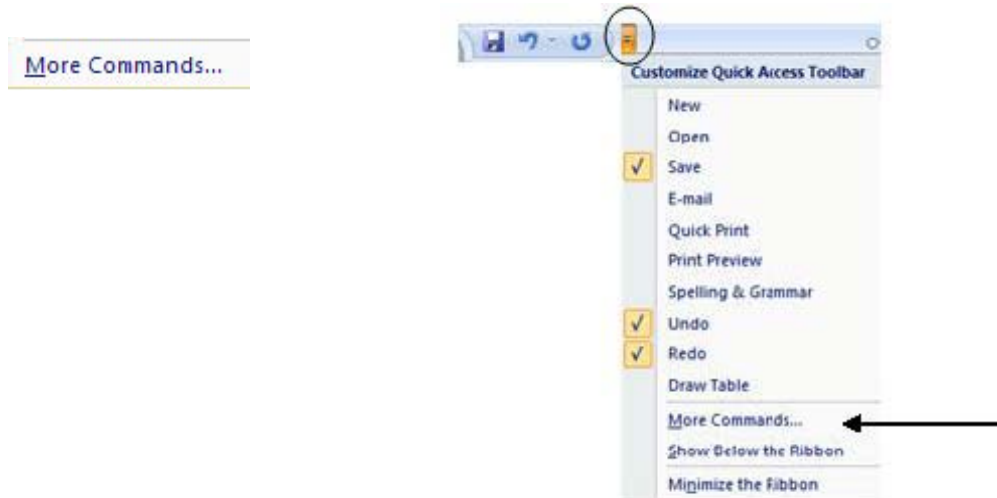


Customize the Quick Access toolbar

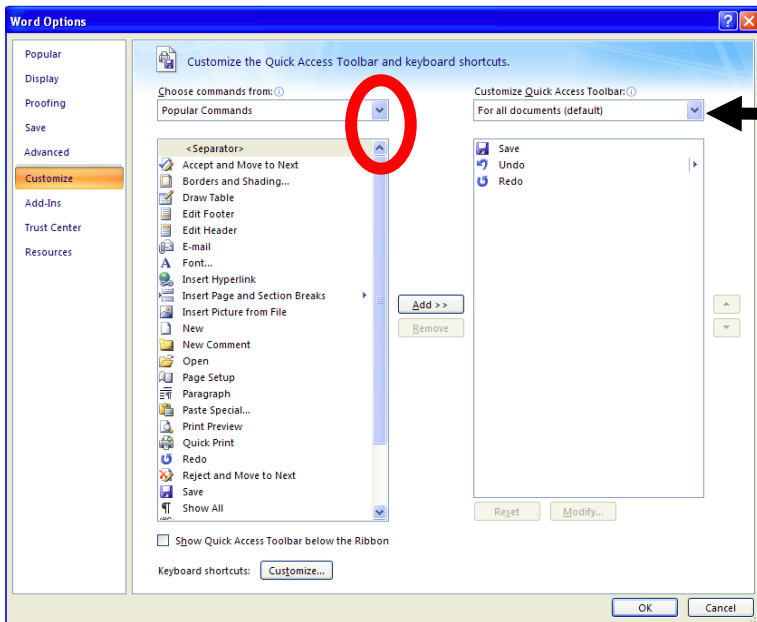
It is recommended that you follow the instructions above to move the Quick Access toolbar to **Show Below the Ribbon**, before customizing it. This move allows more room to add commands to the toolbar.

1. Click on the down arrow on the Quick Access toolbar.

2. Select



3. The Options window is displayed for the particular Office program that is active. In this example, Word is used.




TIP: To use the customized toolbar for all the documents for this program, leave the default setting of **For all documents (default)**.

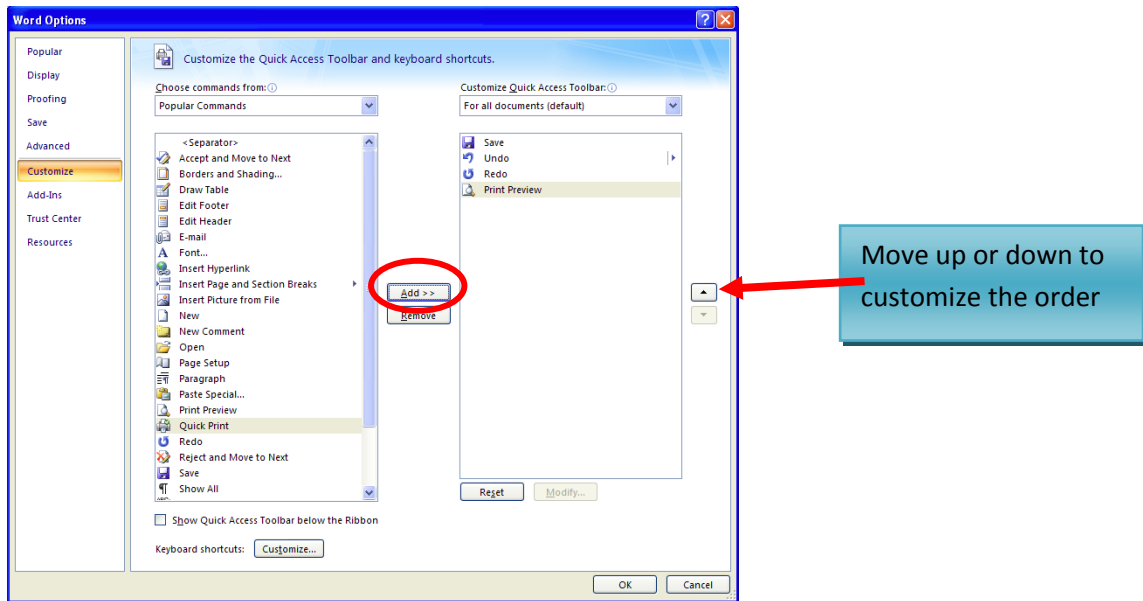
To use the customized toolbar in only the open document, save the document first. Then, select the document name at the down arrow.

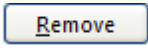
4. In the **Choose commands from** list box, click on the down arrow to select the type of commands to display in the large list box on the left side of the window.

In the screenshot shown above, **Popular Commands** is the option selected. The large list box displays a list of frequently-used commands.

5. Click to select a command in the list and click  . The selected command is added to the Quick Access toolbar list on the right side of the window.

In this example, the Print Preview command is added to the toolbar.



6. Repeat steps 3 and 4 until the commands you need are added to the toolbar.
7. To place the commands in a different order on the toolbar, click on the command to move so that the command is selected. Use the move up and move down arrows.
8. To remove a command from the toolbar, click on the command to select it. Then, click on  .

9. Click  to accept and save your changes. The Quick Access toolbar displays the new commands.

