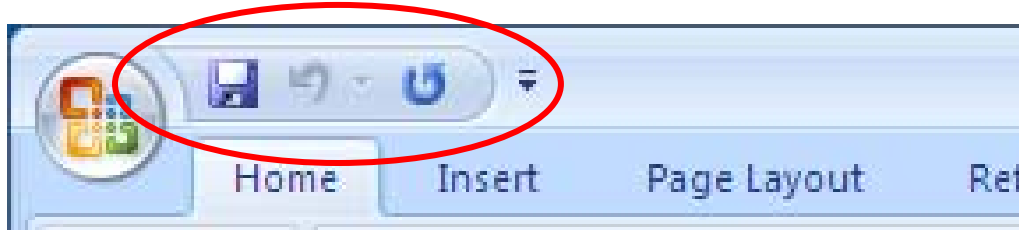


Customizing the Quick Access Toolbar

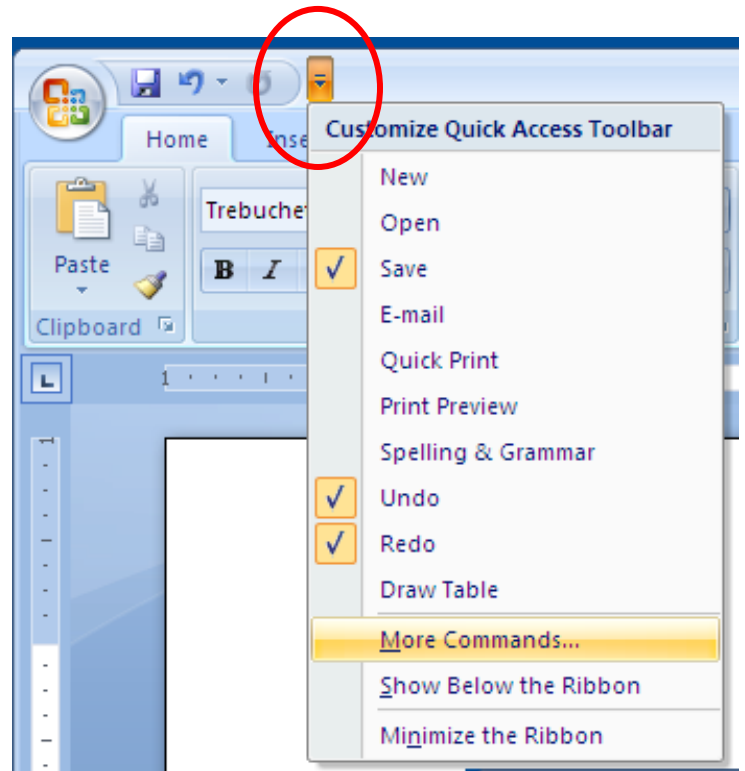


At the top of each MS Office 2007 program (Word, Excel, PowerPoint) you see a Quick Access Toolbar. Default commands are: Save, Undo, Redo. You can add your most commonly used commands to this toolbar for "Quick Access".

Click the down-arrow next to the Toolbar

Here you have a few popular commands to choose from. Click on the command(s) you wish to add.

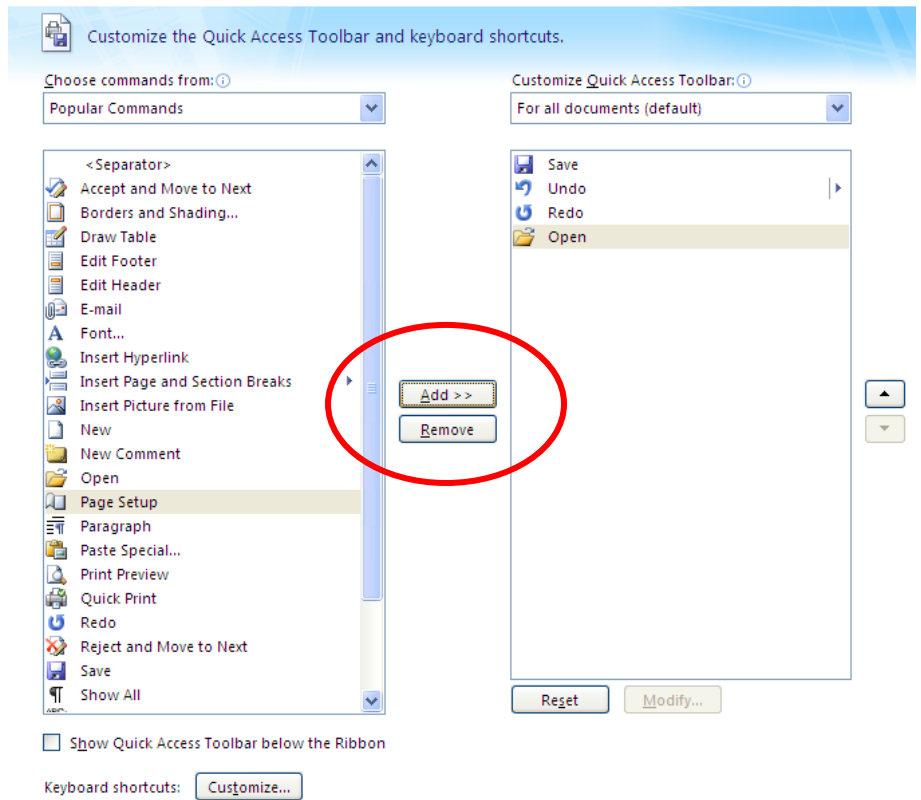
Click More Commands to find all other commands available.



Find the commands you want to add to your Toolbar

Highlight

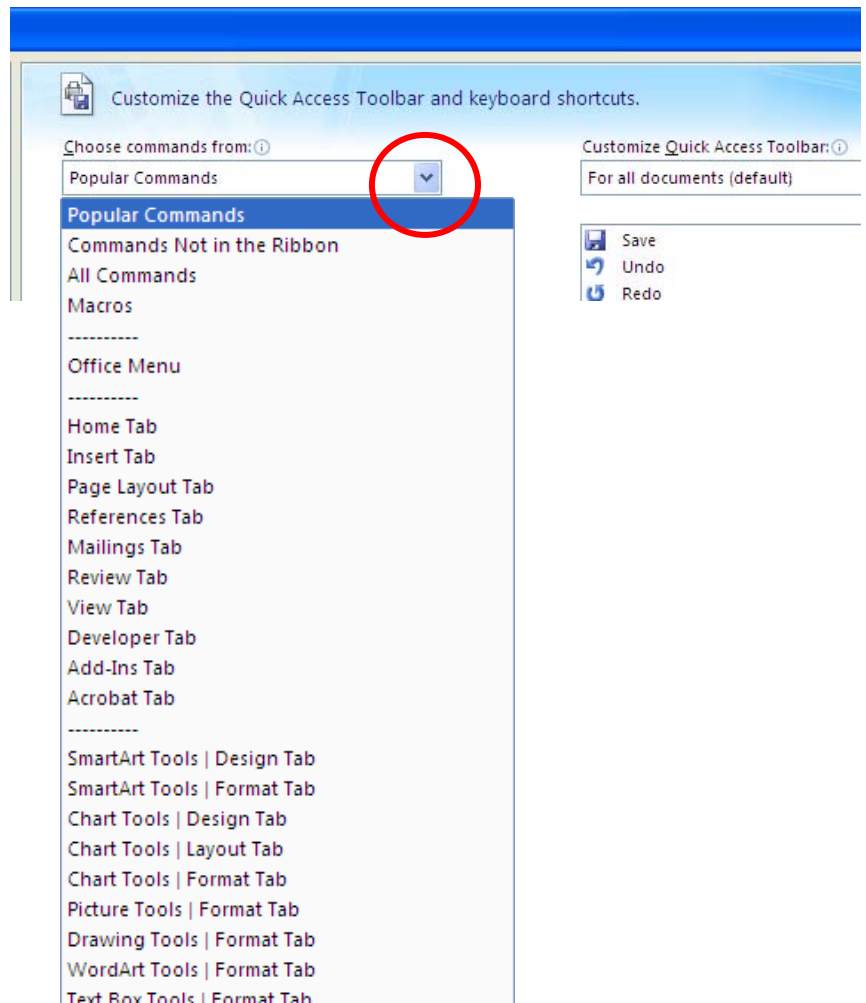
Click Add



Is your command not visible?

Click down arrow to display all commands from all Tabs on the Ribbon

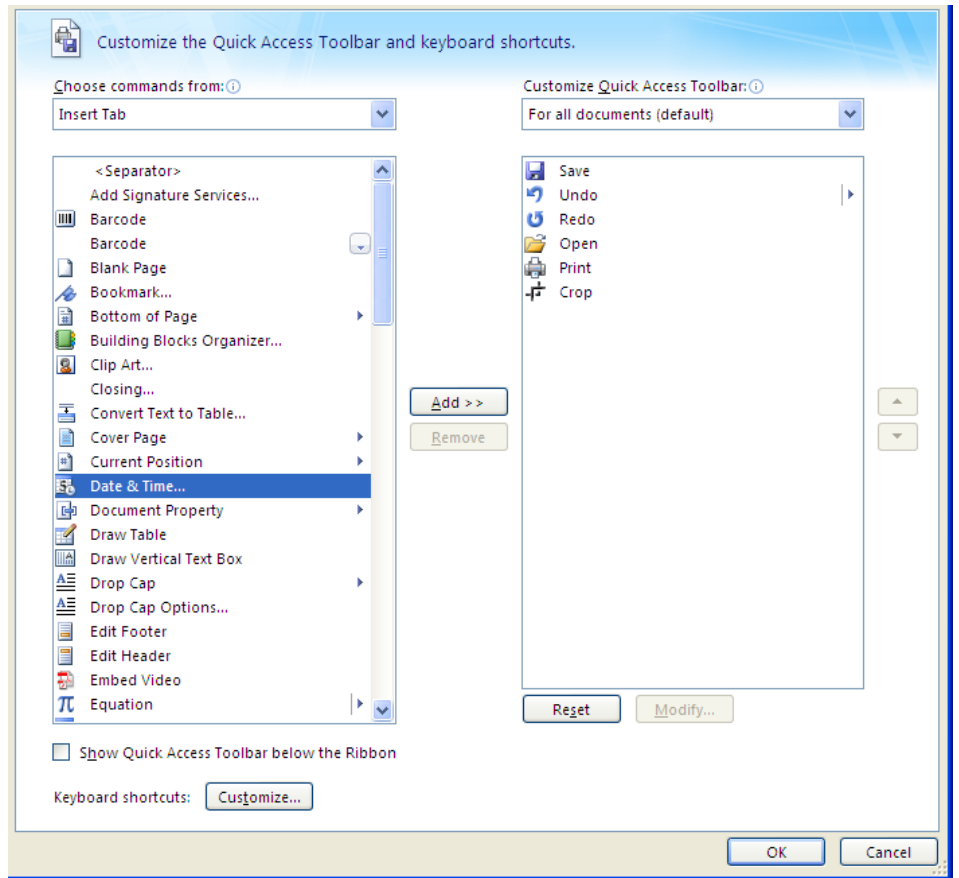
Select your desired tab



Here you will see all commands available on the Insert Tab

Choose your command and click Add

Change your mind? Choose your command and click Remove



Use the Up & Down arrows to adjust the order of your commands on your Quick Access Toolbar

Click OK when finished

