Customize a Quick Access Toolbar
in a 2007 or 2010 Office Product

Microsoft Office 2007 introduced a new way of accessing all of the tools that the various programs in the Suites. This new method was to get rid of the drop down menus and instead displays all of the tools across a Ribbon which is actually one long toolbar that has all of the icons on it. There are several of these Ribbons each is accessed by clicking on the familiar tabs across the top of the window. Each program in the Suite regardless of which one you have open, has some similar Ribbons, like Home, Insert and Page Layout. Others are unique to the program. There are some Ribbons, referred to as Floating Ribbons that only appear and when you are accessing a particular option.

The most often used icons can also be grouped into what is referred to as a Quick Access Toolbar. It usually appears at the very top left of the Microsoft Office program window, on top of the Ribbon. It only has the Save icon and the Undo icon on it. It can be moved below the Ribbon by clicking on the arrow at the end next to the redo icon and select Show below the Ribbon.

Customizing the Quick Access Toolbar

- Click on the down arrow at the right end of the Quick Access Toolbar
- A list of frequently used icons is be listed
- To quickly add them to the toolbar click on them, opening the list each time to make a selection
- To further customize the toolbar you can add more icons
- Click on More Commands from the drop down arrow at the right end of the Quick Access Toolbar
- The Customize pane will open and display all the possible icons
- Click on the down arrow in the **Choose commands from** field > Select All Commands
- Using the scroll bar on the right locate the desired command icon
- Click on the Add button between the **Choose commands from** and the **Customize Quick Access Toolbar** columns
- Use up and down arrows to relocate them in the desired order
- Click on OK

The Quick Access Toolbar is now ready for you to use rather than looking through the various Ribbons for these shortcut icons. You will notice that they will not become available until you enter information into the document or file. You will notice that they will not become available until you enter information into the document or file. For example: The Redo icon does not become available until you use the Undo icon. This icon is a great tool for quickly removing something entered rather than using the backspace or the delete icon. The Redo option is great because you can change your mind again and restore it.