

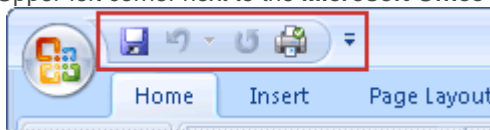
Customize the Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

Move the Quick Access Toolbar


The Quick Access Toolbar can be located in one of two places:

Upper-left corner next to the **Microsoft Office Button**  (default location)

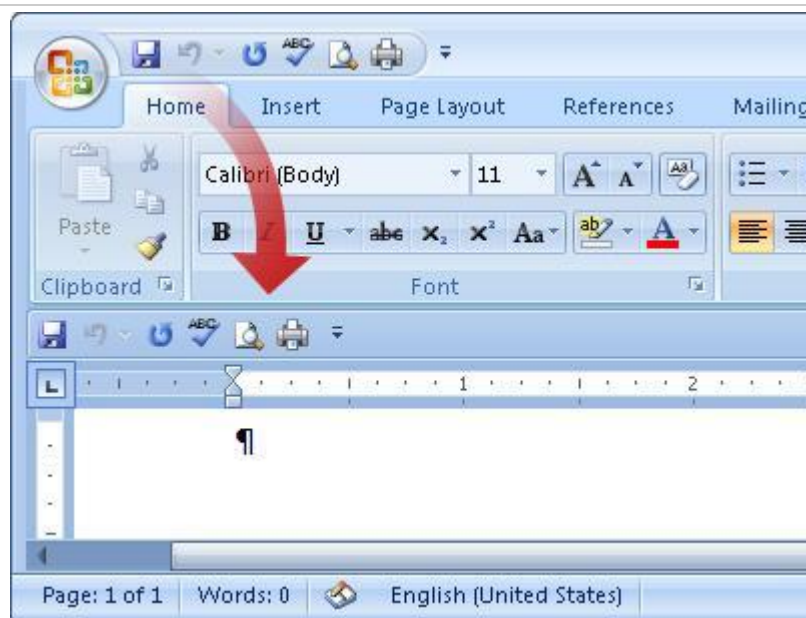


↓ Below the Ribbon, which is part of the Microsoft Office Fluent user interface



If you don't want the Quick Access Toolbar to be displayed in its current location, you can move it to the other location. If you find that the default location next to the **Microsoft Office Button**  is too far from your work area to be convenient, you may want to move it closer to your work area. The location below the Ribbon encroaches on the work area. Therefore, if you want to maximize the work area, you may want to keep the Quick Access Toolbar in its default location.

1. Click **Customize Quick Access Toolbar** .
2. In the list, click **Show Below the Ribbon** or **Show Above the Ribbon**.



Add a command to the Quick Access Toolbar

You can add a command to the Quick Access Toolbar directly from commands that are displayed on the Office Fluent Ribbon.

1. On the Ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Right-click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.

NOTES

You cannot increase the size of the buttons representing the commands by an option in Microsoft Office. The only way to increase the size of the buttons is to lower the screen resolution you use.

You cannot display the Quick Access Toolbar on multiple lines.

Only commands can be added to the Quick Access Toolbar. The contents of most lists, such as indent and spacing values and individual styles, which also appear on the Ribbon, cannot be added to the Quick Access Toolbar.



Once you have Office 2007 installed, use the links below to get to online programs that allows you to see how a command used in Office 2003 is done in Office 2007

Word: <http://office.microsoft.com/en-us/word/HA100744321033.aspx>

Excel: <http://office.microsoft.com/en-us/excel/HA101491511033.aspx>

PowerPoint: <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

Outlook: <http://office.microsoft.com/en-us/outlook/HA102221621033.aspx>

Access: <http://office.microsoft.com/en-us/access/HA102388991033.aspx>