

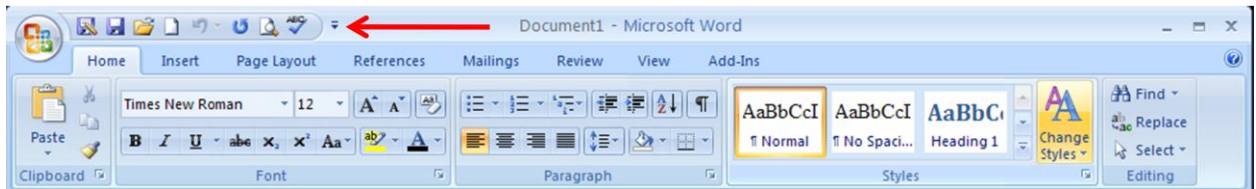
Customizing Quick Access Toolbar

To help you work more efficiently, Office allows you to customize the **Quick Access** toolbar. The **Quick Access** toolbar is always visible on the screen and can be resized to fit as many options as you need.

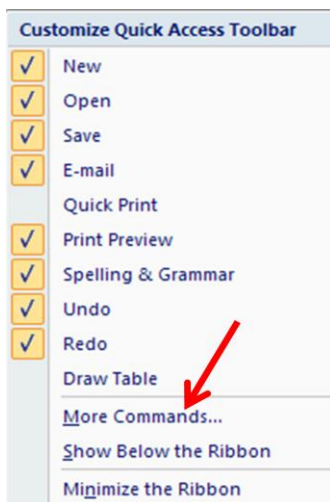
The **Quick Access** toolbar is available in Word, Excel, Access, and PowerPoint. It is always visible, no matter which tabs are active on the **Ribbon**. If there are options that you use frequently with different types of tasks, you may want to consider putting them on your **Quick Access** toolbar. Office also gives you the option of customizing the **Quick Access** toolbar for all documents, or simply the one you are currently working with. To see a video of these procedures, refer to [Video: Customizing the Quick Access Toolbar](#).

NOTE: These instructions use the example of adding buttons to the Word **Quick Access** toolbar. In other programs, names of options and dialog boxes may change slightly.

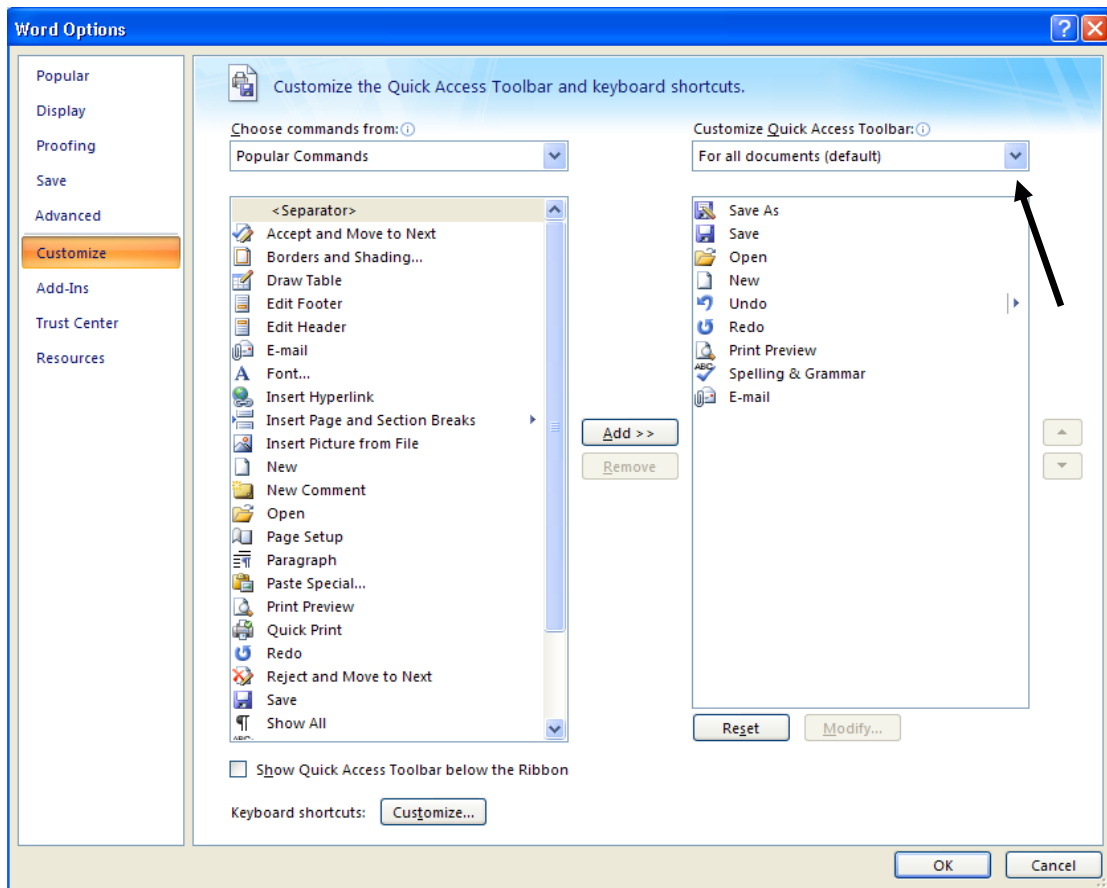
1. From the **Ribbon**, click **CUSTOMIZE QUICK ACCESS TOOLBAR**



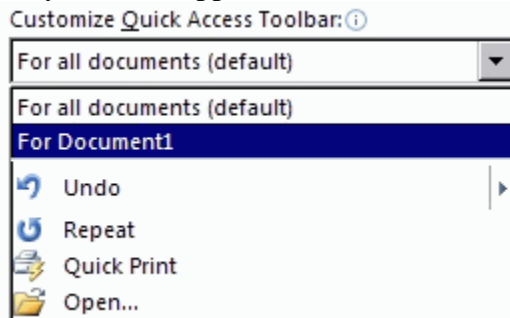
2. Select **More Commands ...**



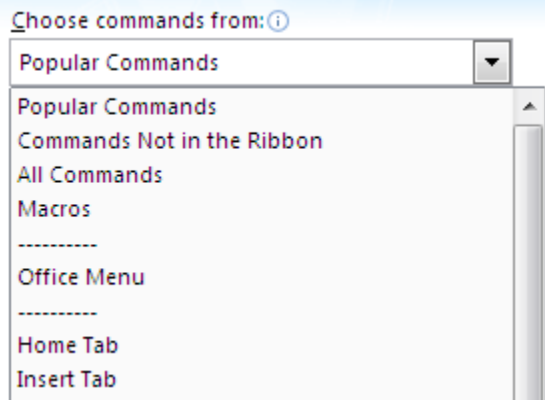
The (*Program*) Options dialog box appears, displaying the ***Customize*** options.
NOTE: Different options appear in each Office program. Even once customized, the ***Quick Access*** toolbar may contain different options in each program.



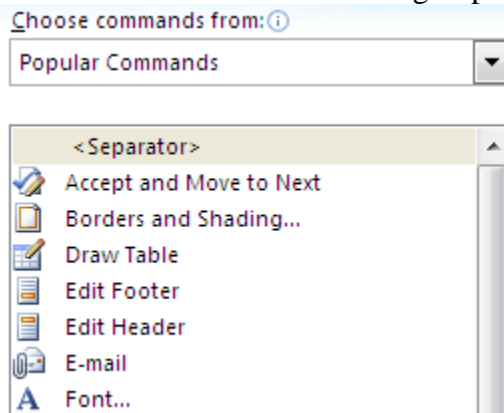
3. From the ***Customize Quick Access Toolbar*** pull-down list, select whether you would like these changes to appear in all documents or only the current document
NOTE: If you choose to modify the toolbar in only the current document, the options available in all documents will disappear from the list of current toolbar commands. They will still appear on the toolbar, however.



4. In the Choose commands from pull-down list, select a group of commands (e.g., All Commands, Popular Commands, Commands Not in the Ribbon).



All commands from the selected group appear in the scroll-box below.



5. From the list of available commands, select the one you want added to the Quick Access toolbar.
6. Click **ADD >>** the selected command is added to the list of toolbar commands.
7. Repeat steps 4–5 until all desired commands are added to the Quick Access toolbar
8. OPTIONAL: If you decide that you no longer want a command on the Quick Access toolbar
- From the list of toolbar commands, select the command you wish to remove
 - Click **REMOVE** the option is removed from the Quick Access toolbar.
9. OPTIONAL: To display the Quick Access toolbar below the Ribbon, at the bottom of the Options dialog box, select Show Quick Access Toolbar below the Ribbon
10. Click **OK** for your changes to be applied to the Quick Access toolbar.