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For excellence in training resources

Phone: (09) 42 27230

Mobile: 021 715567

Fax: (09) 4227236

PO Box 187 Matakana, Auckland 0943, NZ
e: info@cherylprice.co.nz

Customising the Quick Access Toolbar


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Customising the Quick Access Toolbar


The Quick Access Toolbar can be used for your most frequently used commands. It is the only part of the Word 2007 screen that can be customised by users – commands can be added or removed and the toolbar itself can be positioned either above or below the Ribbon.

Quick Access Toolbar List

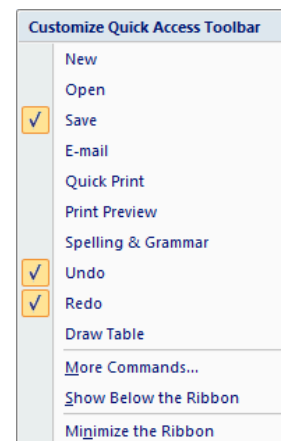
Exercise 1

- 1 Click on the Customize Quick Access Toolbar  to the right of the Quick Access Toolbar. Options that can be added are displayed as shown at the right.

A tick displays to the left of every option that is currently displayed on the Toolbar.

- 2 Click on New to add it to the Quick Access Toolbar.
- 3 Click on the  again and click on Open.
- 4 Add the following options to the Toolbar using the same steps.


Quick Print, Print Preview, Spelling & Grammar

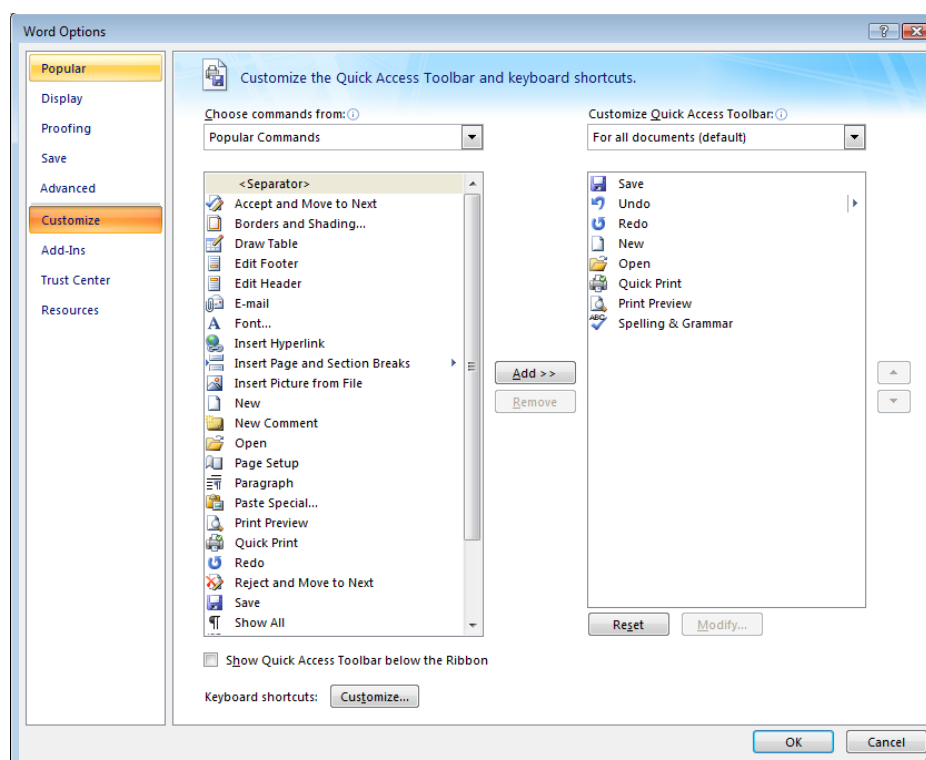


Additional Quick Access Toolbar Commands



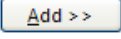
Some other useful options that are not on the Quick Access Toolbar list can be added using the following steps.

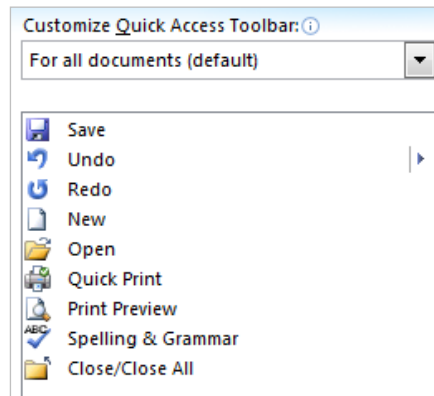
Exercise 2

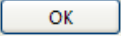

- 1 Click on the  to the right of the Quick Access Toolbar and select *More Commands...*
The Word Options dialog box will display, with the Customize option selected.

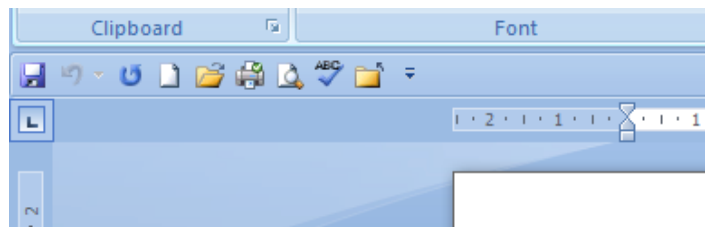



Note You could also click on the Office Button, Word Options, then select Customise.

- 2 Click on the Choose Commands from:  and select Commands Not in the Ribbon. The commands are listed in alphabetical order.
- 3 In the list at the left, scroll down until Close/Close All is displayed.
- 4 Click on  Close/Close All then click on . The command will be added to the Quick Access Toolbar list on the right as shown below.



- 5 Click on .
- 6 Click on the  of the Quick Access Toolbar and select Show Below the Ribbon. The Toolbar is now displayed between the document area and the Ribbon as shown below.



- 7 Click on the  again and select Show Above the Ribbon to restore the Quick Access Toolbar to the original position.

The position that you display your Quick Access Toolbar is entirely up to you. Positioning it below the Ribbon however, is more efficient.