# Customize Ribbon

The ribbon in the Microsoft Office programs can be customized to meet individual needs. It is possible to create custom tabs and custom groups that contain frequently used commands. Even though commands can be added to custom groups, the default tabs and groups which are built into Microsoft Office cannot be changed. Ribbon customization is specific to the Microsoft Office program in which you are working. Ribbon customization does not apply across the Office programs. In other words, the customization has to be completed for each individual program.

## Change Default Tabs, Groups, or Commands

The default tabs can be renamed and the order of the tabs can be changed that are built into Microsoft Office. However, the default commands cannot be renamed, the icons associated with the commands cannot be changed, and the order of these commands cannot be changed.

To add commands to a group, a custom group must be added to a default tab or to a new tab. In the **Customize the Ribbon** list, the custom tabs and groups have (Custom) after the name. However, the word (Custom) does not appear in the Ribbon.

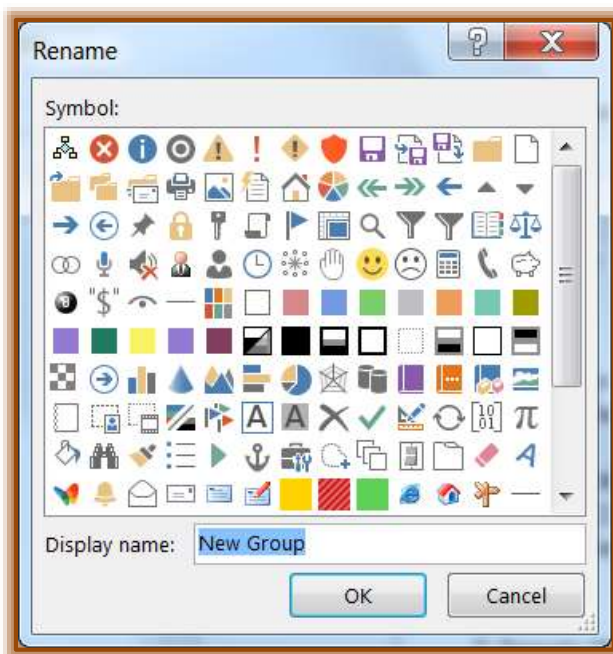## Add a Custom Tab and Custom Group

✝ Click the **File Tab** (see illustration at right).
✝ On the left side of the window, click the **Options** link.
✝ The **Access Options** window will display.
✝ Click the **Customize Ribbon** link (see illustration below).
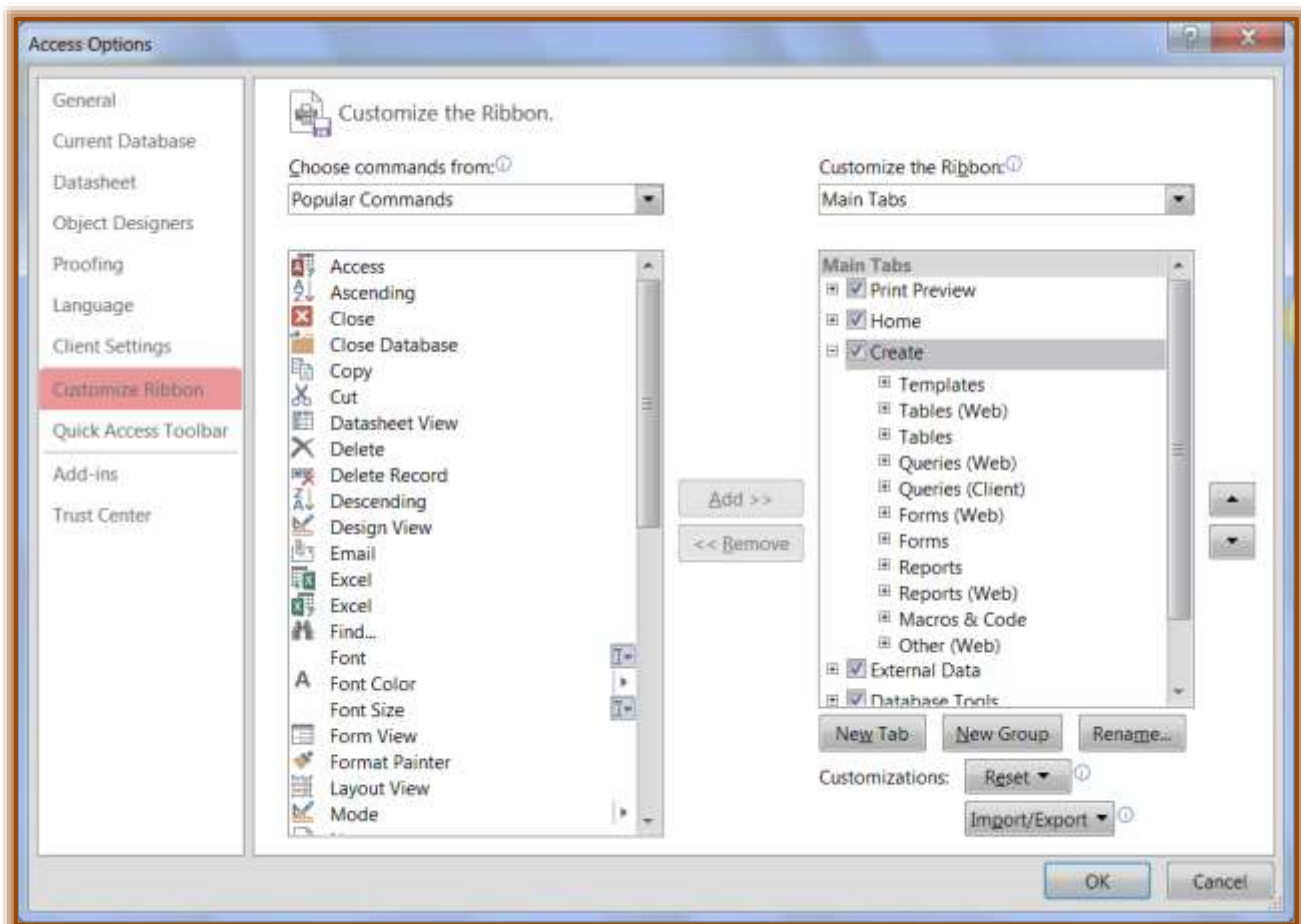
✝ Click the **New Tab** button in the **Customize the Ribbon** window.
✝ A **New Tab** will appear in the **Main Tabs** list.
✝ Click **OK** to see and save the customization.

### Rename a Tab or Group
✝ In the **Access Options** window under the **Customize the Ribbon** list, click the **Tab** or **Group** that is to be renamed.
✝ Click the **Rename** button to open the **Rename** dialog box (see illustration below).



✝ Input the name for the tab.
✝ Once the **Tab** or **Group** has been renamed, click **OK** to exit the dialog box.
✝ Click **OK** again to save the changes and exit the **Access Options** window.

### Add Custom Group to Tab
A custom group can be added to either a custom tab or a default tab.
✝ In the **Access Options** window under **Customize the Ribbon** list, click the **Tab** or **Group** that the group is to be added to.
✝ Click **New Group**.
✝ Right-click the group, click **Rename**.
✝ The **Rename** dialog box will display (see illustration above).
✝ In the **Display Name** box type a name for the group.
✝ Select an icon for the group, if desired. The icon will not appear in the Ribbon.
✝ Click **OK** to exit the dialog box.
✝ Click **OK** to save the changes and exit the **Access Options** window.
✝ The **New Group** will appear in the selected tab.

### Add Commands to Custom Group
It is only possible to add commands to a custom group that is under a custom or default tab. It is not possible to add commands to a default tab. Only commands added to custom groups can be renamed.

✞ Do one of the following:
  ✦ Right-click the **Custom Group**.
  ✦ Open the **Access Options** window.
✞ Click the **Customize Ribbon** option.
✞ In the **Choose commands from** list, select one of the options such as **Popular Commands** or **All Commands**.
✞ Click a command in the chosen list.
✞ Click the **Add** button.

## Hide a Tab
It is possible to hide both custom and default tabs.
✞ Open the **Access Options** window.
✞ Click the **Customize Ribbon** option.
✞ Click the check box next to the tab that is to be hidden to remove the check mark.
✞ Click **OK** to save the changes and exit the window.

## Change Order of Tabs or Groups
✞ Open the **Access Options** window.
✞ Click the **Customize Ribbon** option.
✞ Select the **Tab** or **Group** that is to be moved.
✞ Click the **Move Up** or **Move Down** arrows on the right side of the **Customize the Ribbon** area until the tabs or groups are in the desired position.

## Remove a Group
✞ Open the **Access Options** window.
✞ Click the **Customize Ribbon** option.
✞ Click the **Group** that is to be removed.
✞ Click the **Remove** button.
✞ Click **OK** to save the changes.

## Remove Command from Group
Commands can only be removed from a custom group, not from a default group.
✞ Open the **Access Options** window.
✞ Click the **Customize Ribbon** option.
✞ Click the **Command** that is to be removed from the **Group**.
✞ Click the **Remove** button.
✞ Click **OK** to save the changes.

## Reset the Ribbon
This option can be used to reset all tabs on the Ribbon or only selected tabs to their original state. When all tabs on the Ribbon are reset, the Quick Access Toolbar will also be reset to the default commands.

## Reset Ribbon to Default Settings
✞ Open the **Access Options** window.
✞ Click the **Customize Ribbon** option.
✞ Click the **Reset Defaults** button.
✞ Click the **Reset all Ribbons tabs and Quick Access Toolbar customizations**.
✞ All the **Ribbons** and the **Quick Access Toolbar** will be reset to the **default** commands.

### Reset Only Selected Tab

It is only possible to reset default tabs to their original settings.

- ✞ Open the **Access Options** window.
- ✞ Click the **Customize Ribbon** option.
- ✞ Select the **Default Tab** that is to be reset to the default settings.
- ✞ Click the **Reset Defaults** button.
- ✞ Click **Reset only selected Ribbon tab**.

### Export Customized Ribbon

In Microsoft Office, it is possible to export Ribbon and Quick Access Toolbar customizations into a file that can be imported and used by a coworker or on another computer.

- ✞ Open the **Access Options** window.
- ✞ Click the **Customize Ribbon** option.
- ✞ Click the **Import/Export** button.
- ✞ Click **Export all customizations**.
- ✞ The **File Save** window will display.
- ✞ Select a location for the export.
- ✞ Click the **Save** button.

### Import Customized Ribbon

Customized files can be imported to replace the current layout of the Ribbon and Quick Access Toolbar. When a customization file is imported, all prior Ribbon and Quick Access Toolbar customization will be lost.

- ✞ Open the **Access Options** window.
- ✞ Click the **Customize Ribbon** option.
- ✞ Click the **Import/Export** button.
- ✞ Click the **Import customization file** option.
- ✞ The **File Open** window will display.
- ✞ Locate the file that is to be imported.
- ✞ Click the **Open** button.
- ✞ The new Ribbons and Quick Access Toolbar will replace the current Ribbon and Quick Access Toolbar.