

ACCESS-QUICK ACCESS TOOLBAR

The Quick Access Toolbar is a customizable toolbar that is located directly above the **File Tab**. It contains a set of commands that are independent of the tab that is currently being displayed. Command buttons can be added to the Quick Access Toolbar in addition to the default Save, Undo, and Redo buttons. The Quick Access Toolbar can be moved to one of the two possible positions, above the ribbon or directly below the ribbon.

Move the Toolbar

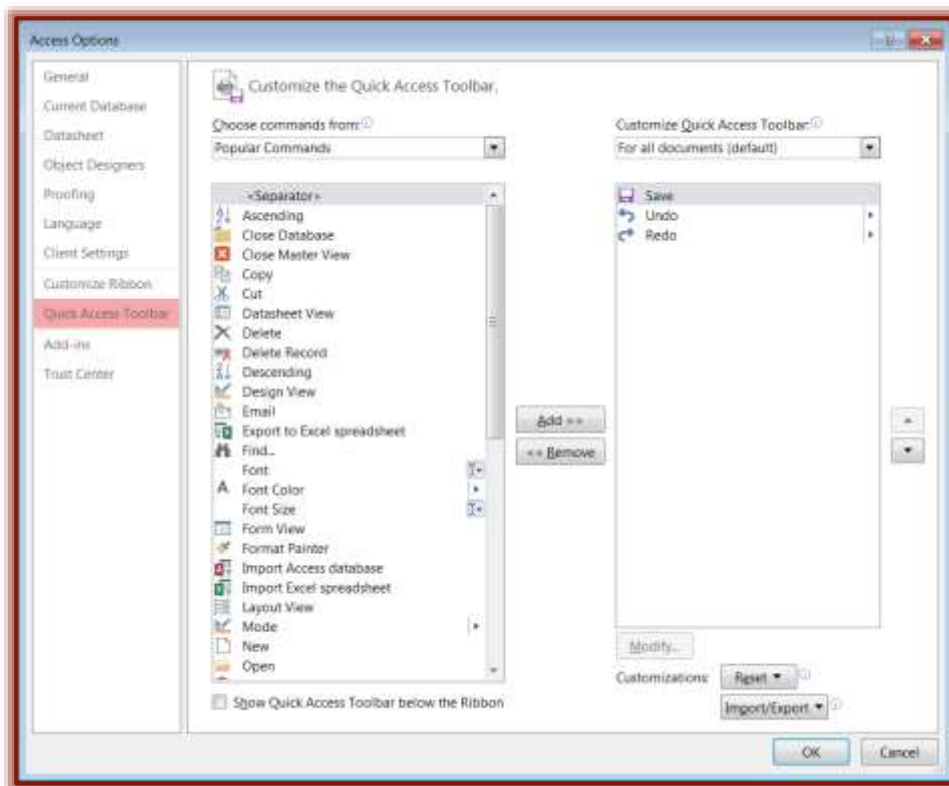
- ✦ Click the **Customize Quick Access Toolbar** arrow at the end of the Quick Access Toolbar (see illustration below).



- ⚙ The illustration below shows the default Quick Access Toolbar.
- ⚙ Additional buttons can be added to the Toolbar, such as Save, Print, and Close.
- ✦ Click the option **Show Below the Ribbon**.
- ✦ To reverse the process, click the **Customize Quick Access Toolbar** arrow and select **Show Above the Ribbon**.

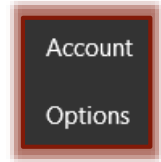
Add Commands

- ✦ Click the **Customize Quick Access Toolbar** arrow.
- ⚙ Click one of the commands in the list.
- or
- ⚙ Click the **More Commands** button.
- ⚙ The **Access Options** window will display (see illustration below).



- Click a command in the list on the left.
- Click the **Add** button to move the command to the list on the right.
- Click the **OK** button to accept the changes.

or



✦ Click the **File Tab**.

- ⚙️ Click the **Options** link in the left frame (see illustration at right).
- ⚙️ The **Access Options** window will display (see illustration on previous page).
- ⚙️ Click the **Quick Access Toolbar** link.
 - Click a command in the list on the left.
 - Click the **Add** button to move the command to the list on the right.
 - Click the **OK** button to accept the changes.
- ⚙️ To locate additional commands, click the **Choose commands from** list arrow.
- ⚙️ Choose from the options that are available in the list.
- ⚙️ An additional set of options will appear.

Remove Commands

- ✦ Click the **Customize Quick Access Toolbar** arrow at the end of the **Quick Access Toolbar** (see illustration below).



- ✦ Click the command that is to be removed to remove the check mark.
- ✦ The command will be removed from the toolbar.

or

- ✦ Right-click the command on the **Quick Access Toolbar**.

- ✦ Click **Remove from Quick Access Toolbar**.

- ✦ The command will be removed from the toolbar.

or

- ✦ Click the **Customize Quick Access Toolbar** arrow at the end of the **Quick Access Toolbar**.

- ✦ Click the **More Commands** link.

- ✦ The **Access Options** dialog box will open.

- ✦ Select a command from the list on the right.

- ✦ Click the **Remove** button.

- ✦ The command will be removed from the list.

- ✦ Click **OK** to exit the dialog box.

- ✦ The command will be removed from the toolbar.