

## POWERPOINT QUICK ACCESS TOOLBAR

The Quick Access Toolbar is a customizable toolbar that is located on the right side of the window above the Ribbon. 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.

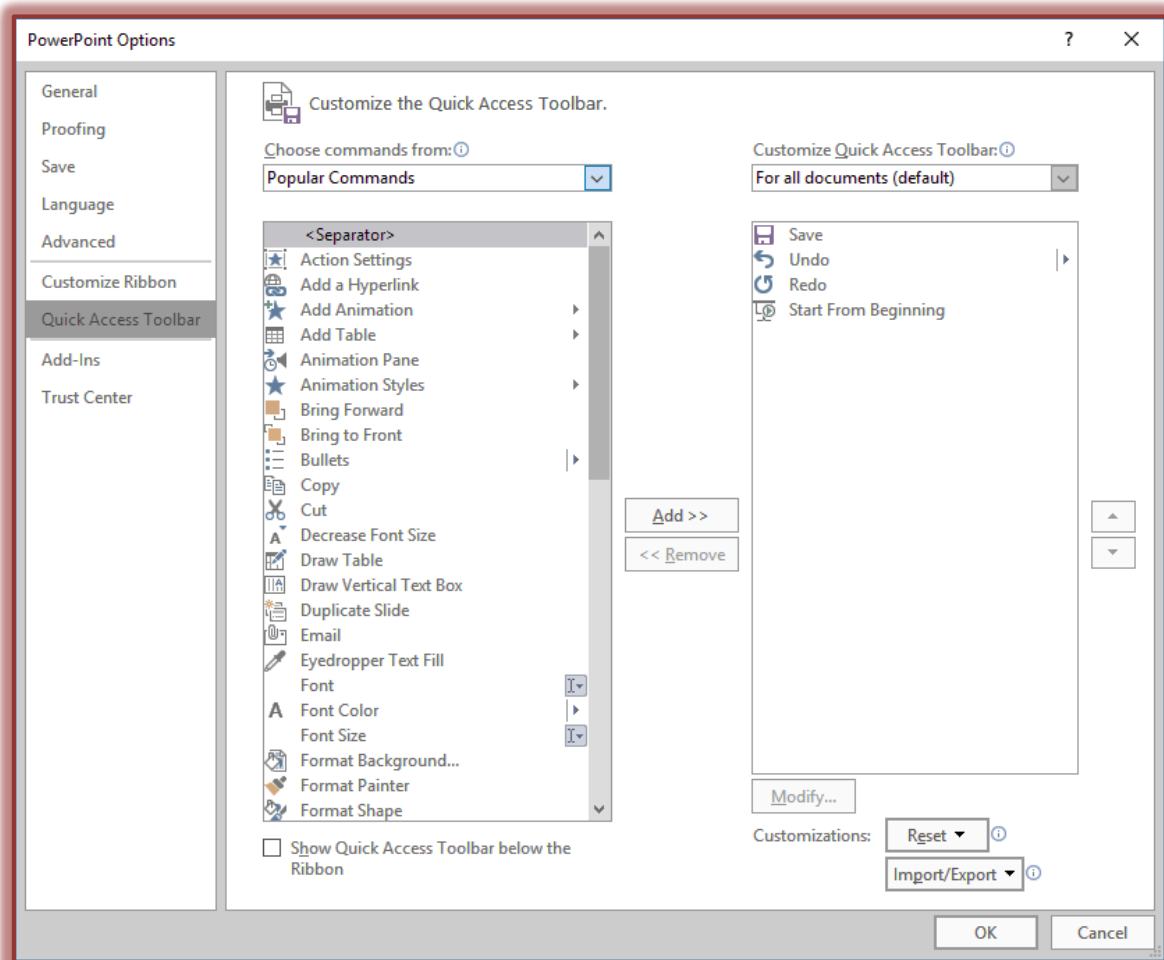
### Move the Toolbar

- ✦ Click the **Customize Quick Access Toolbar** arrow at the end of the **Quick Access Toolbar**.
- ✦ 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 **File Tab**.
  - ✦ Click the **Options** link under **Help**.
  - ✦ Click the **Quick Access Toolbar** link.
- or
- ✦ Click the **Customize Quick Access Toolbar** arrow at the end of the **Quick Access Toolbar**.
  - ✦ Click the **More Commands** option.
  - ✦ The **PowerPoint Options** window will display.



- ✦ 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.

### Change Order of Buttons

- ✦ Click one of the items in the **Customize Quick Access Toolbar** list.
- ✦ Click the **up** or **down** arrows to move the buttons.
- ✦ When the changes have been made, click the **OK** button to save changes.

### Remove Commands

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

