

The Quick Access Toolbar

The MS Office 2007 system introduces the *Quick Access Toolbar* which appears by default at the top of the screen.



The Quick Access Toolbar is specific to each of the programs within MS Office 2007. This means that if you customise the one in Word it doesn't affect the one in Excel.

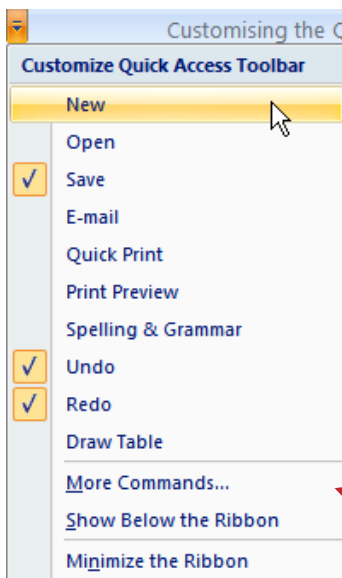
In previous versions of MS Office, the Standard toolbar had icons that allowed you to Save, Open, Print, etc. These icons are now available by clicking on the Office Button or you can display them on the Quick Access Toolbar for easier access.

Customising the Quick Access Toolbar

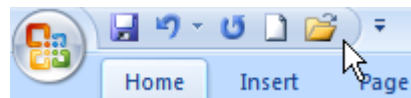
Using the drop down list:

The drop down arrow at the right end of the Quick Access Toolbar allows you to turn on or off icons from a default list.

As shown here there are usually only a couple of icons turned on by default.



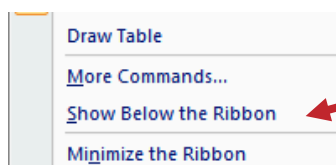
To turn an icon on just use the mouse and click it to display it on the Quick Access Toolbar. A tick will appear, in the drop down list, against icons that are now being displayed.



Here we have added both the New and Open commands.

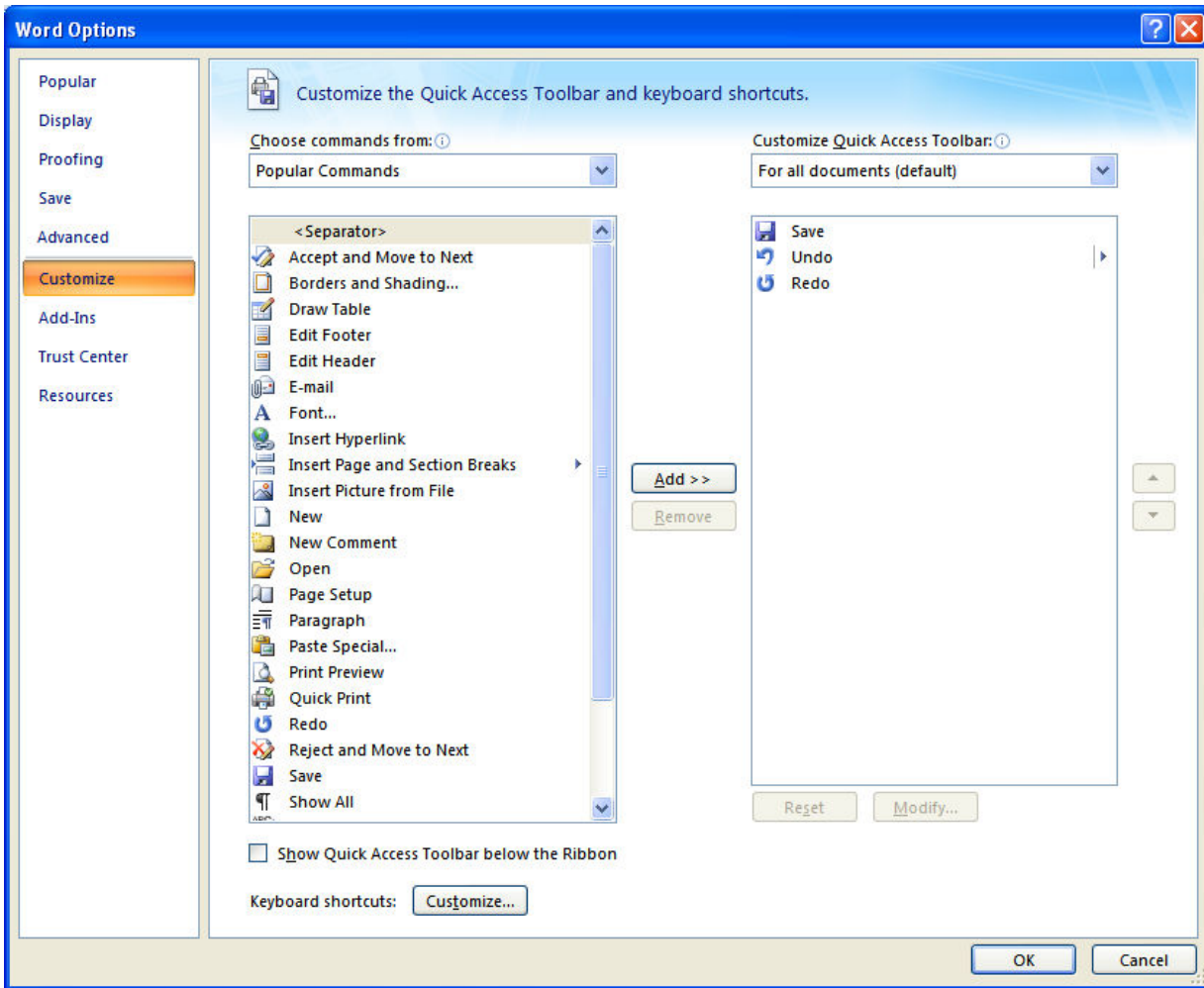
Some of the functions you may want to use are not in the initial drop down list therefore you can access "More Commands..." near the bottom of the drop down list.

You will also notice that there is an option to have the Quick Access Toolbar appear below the **Ribbon** instead of at the top of the screen.



Adding More Commands:

Click on the drop down list and then click **More Commands...**



The list displayed on the left of the dialog box are considered the “Popular Commands” and you can select any item and **Add** it across to the right side so that it will then appear in the Quick Access Toolbar.

Use the drop down under “**Choose commands from**” to change the list and view **All Commands**. Now all commands are listed for you to select as required.

Recommendations for the Quick Access Toolbar:

Below are my recommended commands for the three main programs in MS Office 2007

MS Word	MS Excel	MS PowerPoint
<ul style="list-style-type: none"> Save Save As Undo Redo New Open Close Print Preview Quick Print 	<ul style="list-style-type: none"> Save Save As Undo Redo New Open Print Preview Quick Print 	<ul style="list-style-type: none"> Save Save As Undo Redo New Open Close Print Preview Quick Print