

Quick Access Toolbar

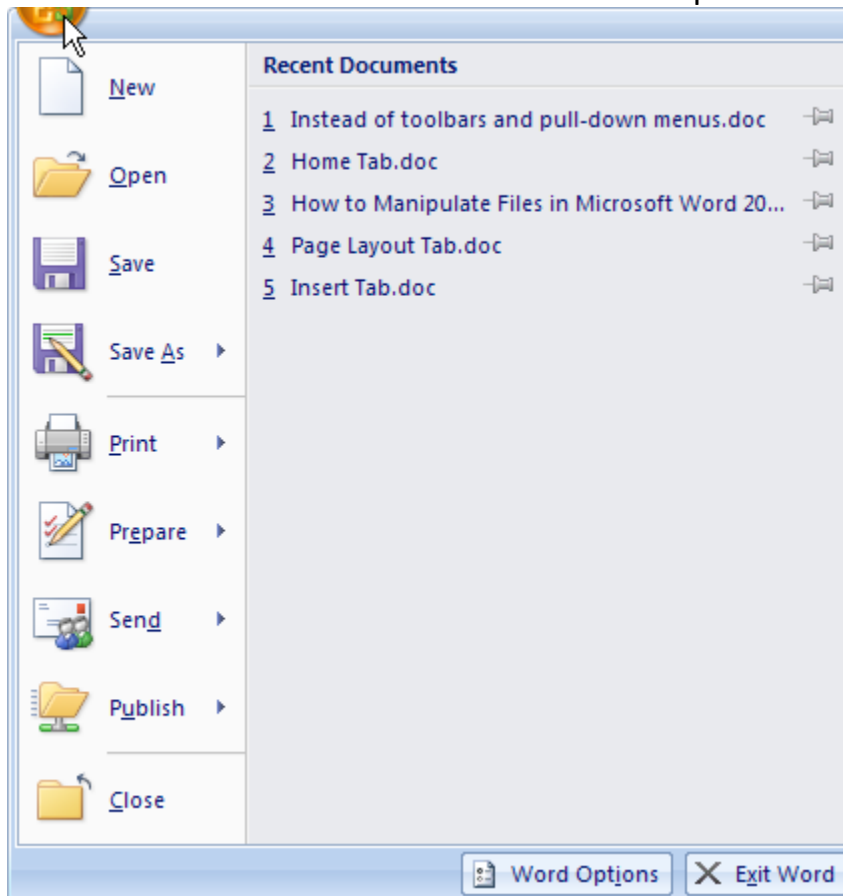
The Quick Access Toolbar is located to the right of the Microsoft Office

Button . It contains commands that are used most often, for example Redo, Undo and Save.

Word 2007 allows you to customize the Quick Access Toolbar, meaning that you can add and remove commands as you like.

To Add and Remove Commands

- Click the Office Button and then click Word Options.



- In the left section of the Word Options dialog box, click “Customize”
- You can choose to customize the Quick Access Toolbar for only a specific document or all documents you will create thereon after.
 - For A Specific Document

- In the Customize pane there are two drop down boxes, go to the one on your right, click the increment arrow and select “For Document ‘#’”
- For All Documents
 - In the Customize pane there are two drop down boxes, go to the one on your right, click the increment arrow and select “For All Documents(default)”
- Under Choose Commands From, you see the most popular commands, this is set by default. To see all the commands that are available, click the arrow beside “Popular Commands” and then click All Commands.
- To add a command, select it in the list, and then click Add, then Click Ok. This will close the Word Options dialog.
- If you would like to reset the Quick Access Toolbar to default; open up Word Options, click Customize, then click Reset, then Yes to confirm the action and finally Click Ok.

Options

In Microsoft Word 2007 Options (formerly used in previous versions of Word and could be found in the Tools menu) is now known as **Word Options**.

To access Options:

- Click the Office Button and then click Word Options.

