
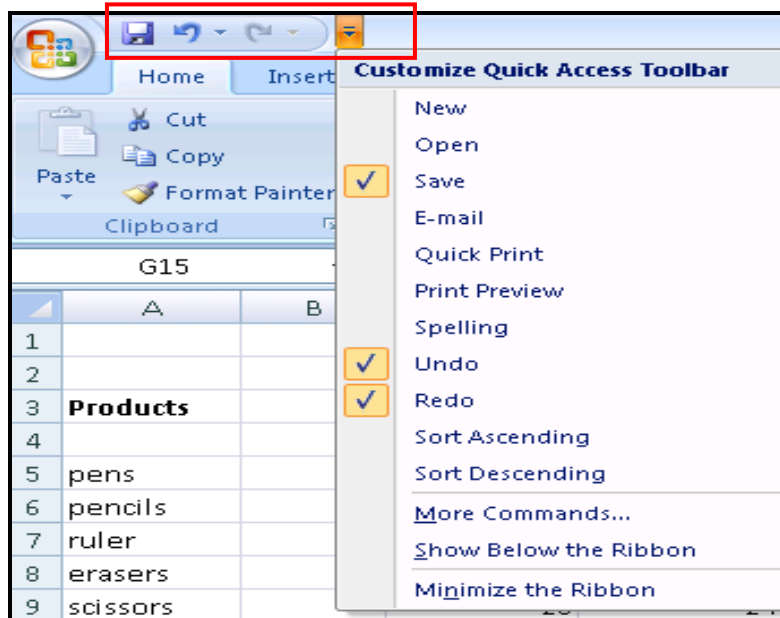


Customizing the Quick Access Bar in Excel 2007

The **Quick Access Toolbar** is a customizable toolbar that contains a set of commands for easy access. Commands can be added or removed from the **Quick Access Toolbar** which can be located in one of two possible locations.

1. The **Quick Access Toolbar** is displayed next to the Office button. 




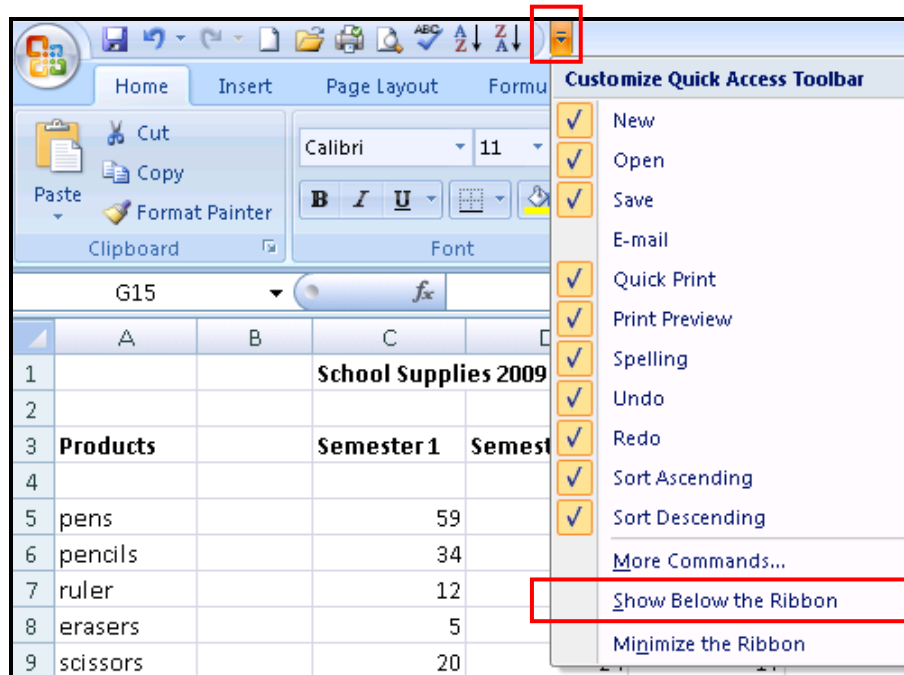
2. Command buttons can be added directly to the **Quick Access Toolbar** from commands that are displayed on the **Customized Quick Access Toolbar** menu.
3. First, click on the down arrow to the right of the **Quick Access Toolbar** and then click to the command you wish to add to the toolbar. The command is now visible in the **Quick Access Toolbar** and a checkmark will appear to the left of the command in the drop-down menu. If you do not see the command you want in the drop-down menu, click on the **More Commands...** option.
4. To remove a command from the **Quick Access Toolbar**, follow the above steps. However, click the checkmark next to the command that is no longer needed to deselect it.
5. Once the new commands are selected, they will appear in the **Quick Access Toolbar** as shown below.



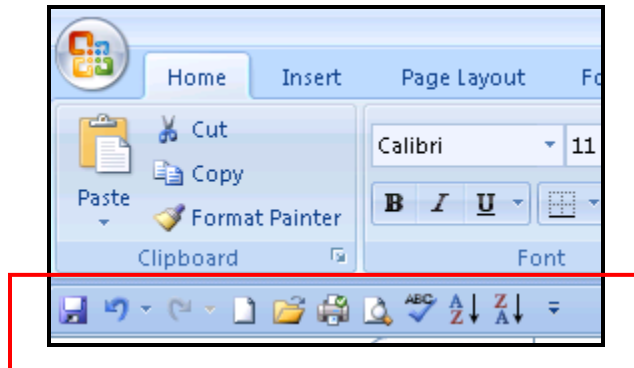
The **Quick Access Toolbar** can be located in one of two places. If you don't want the **Quick Access Toolbar** to be displayed in its current location which is above the ribbon, the toolbar can move it to the other location, below the ribbon. If you find that the default

location next to the **Microsoft Office Button**  is too far from your work area to be convenient, you may want to move it closer to your work area.

1. To do so, click on the down arrow to the right of the **Quick Access Toolbar** . The **Customize Quick Access Toolbar** menu will open.
2. At the bottom of the **Customize Quick Access Toolbar** menu, click the **Show Below the Ribbon** option if the toolbar is above the ribbon or the **Show Above the Ribbon** option if the toolbar is below the ribbon.



The **Quick Access Toolbar** is now located below the ribbon as shown below.



Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!