

Customizing Word 2007 – Quick Access Tool Bar Getting more comfortable with Word 2007

Customize the Quick Access Tool Bar – and place it **BELOW** the “Ribbon”.

1. Click on **File** tab > choose “**Options**” from list on left side.
2. Scroll to “Quick Access Toolbar” and click.
3. On Left is a list of all available commands for the Quick Access Tool Bar.
4. On Right may be shown what's already on the Quick Access Tool Bar.
5. Click on what you would like to have access to when you look at your document (rather than dealing with the Ribbon). Then click “Add” (shown between the Left and the Right “customize” Boxes)

* TIP: hovering the cursor over each entry will give more detailed function of the item...

What was on the left will now show on the Right side.

6. You can select and add all the ones you want at one time.

7. Click OK.

These choices will now appear on the Quick Access Bar your text.

If they appear **ABOVE** the Ribbon they may be harder to see.

Try placing them **BELOW** the Ribbon:

At the end of all the items you put on the Quick Access Bar, you will find a **tiny down-arrow**.

8. Click on it and from the drop-down menu choose “**Show below the Ribbon**”

You can change it back if you'd rather have it above. Now you don't have to “hunt” for features you are used to from previous versions of Word.

You can also take out items by following the steps above and reversing your steps.

The Ribbon can also be customized – and you can revert back. But it's a bit more involved.

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