


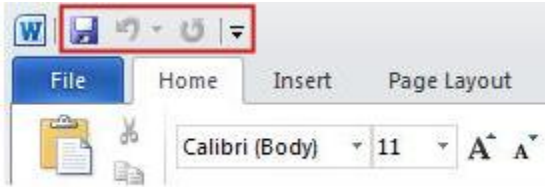
Quick Access Toolbar

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Move the Quick Access Toolbar

The Quick Access Toolbar can be located in one of two places:

- Upper-left corner next to the icon for a Microsoft Office program, for example, next to the Word icon . (default location)



- Below the ribbon.



If you don't want the Quick Access Toolbar to be displayed in its current location, you can move it to the other location. If you find that the default location next to the program icon is too far from your work area to be convenient, you might want to move it closer to your work area. The location below the ribbon encroaches on the work area. Therefore, if you want to maximize the work area, you might want to keep the Quick Access Toolbar in its default location.

1. Click **Customize Quick Access Toolbar**.
2. In the list, click **Show Below the Ribbon** or **Show Above the Ribbon**.

Add a command to the Quick Access Toolbar

1. On the ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Right-click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.

Note In the 2007 release of Office, when you right clicked commands on the menu that you saw after you clicked the Microsoft Office Button, you had the option to add the command to the Quick Access Toolbar. In Office 2010, you do not have this option after you click the **File** tab.

Remove a command from the Quick Access Toolbar

- Right-click the command you want to remove from the Quick Access Toolbar, and then click **Remove from Quick Access Toolbar** on the shortcut menu.

Change the order of the commands on the Quick Access Toolbar

1. Right-click the Quick Access Toolbar, and then click **Customize the Quick Access Toolbar** on the shortcut menu.
2. Under **Customize Quick Access Toolbar**, click the command you want to move, and then click the **Move Up** or **Move Down** arrow.

Reset the Quick Access Toolbar to the default settings

1. Right-click the Quick Access Toolbar, and then click **Customize the Quick Access Toolbar** on the shortcut menu.
2. In the **Customize the Quick Access Toolbar** window, click **Reset Defaults**, and then click **Reset only Quick Access Toolbar**.