

## Excel Tips & Tricks: The “Quick Access Toolbar”

Do you ever find yourself clicking through the Ribbon in Excel (or other MS Office programs), because you can't quite remember which tab you need? Or, are there a couple of commands that you use all the time, and wish they were all in one place?

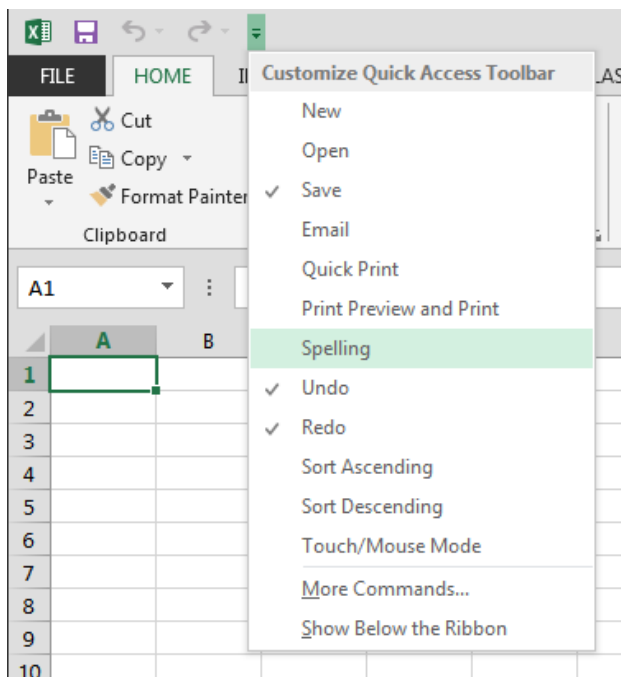
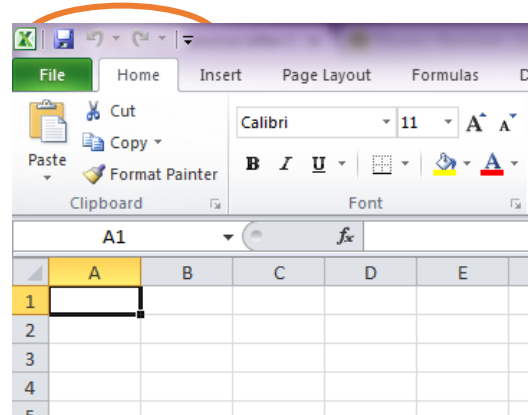
Give the “Quick Access Toolbar” a try!

Your Quick Access Toolbar may already have the **Save**, **Undo**, and **Redo** commands, as shown here, but you can easily customize it with your favorite or most often-used commands, saving time and reducing frustration.

Here's how:

The drop-down arrow on the right opens the menu. You can quickly add or remove the preselected commands by checking or unchecking them right in the list.

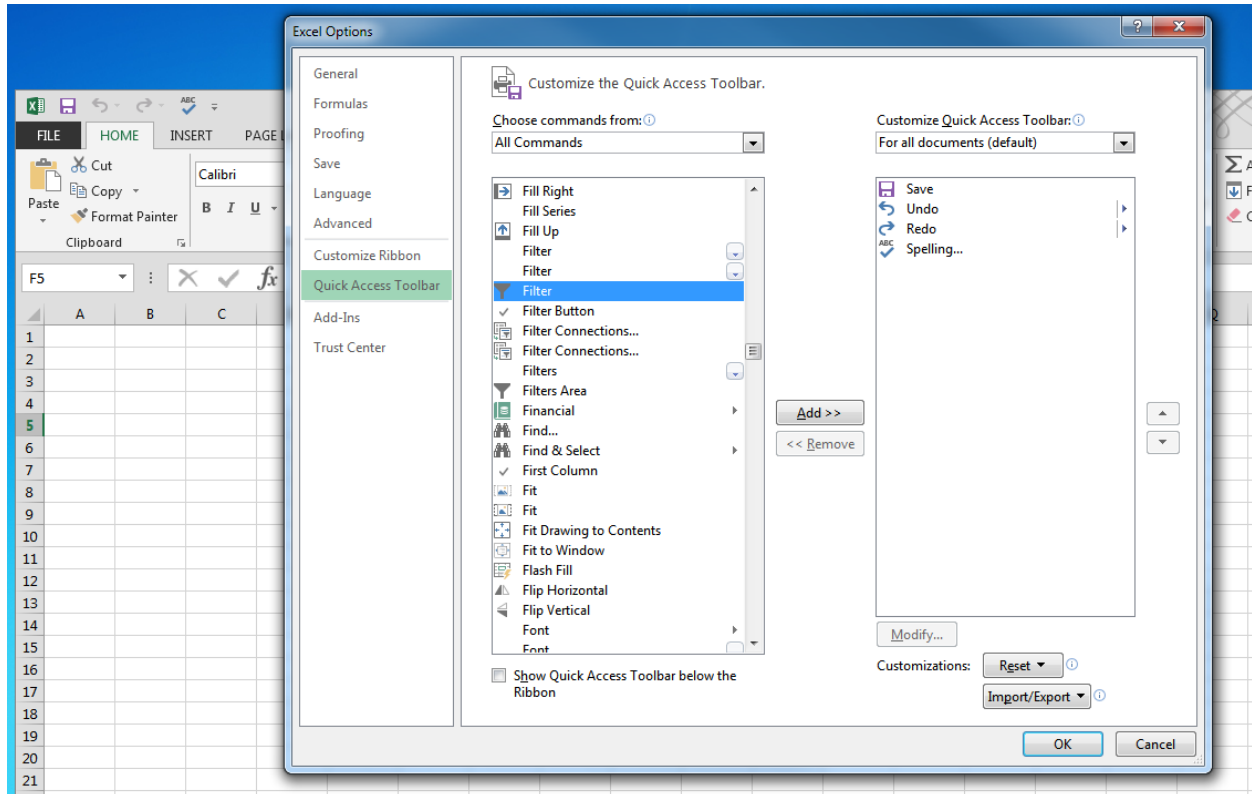
For example, when you click “Spelling,” it will add the Spell-Check command to your Quick Access Toolbar:



But what if the commands you really want aren't in that short list? No problem, just click **More Commands** near the bottom.

Excel will show you the most popular commands, or you can change the selection to **Choose commands from: All Commands**. Then simply highlight the command you want - hold **Ctrl** to select multiple items - and click **Add>>** to put your selection on the Quick Access Toolbar.

In the example below, we'll add the Filter command:



Repeat until you have what you need, and use the arrows on the right to change the order of the commands on your Quick Access Toolbar.

When you're done, your Excel space will be customized for you each time you open it.



And while you're at it, the other MS Office programs have their own Quick Access Toolbar, so you can tailor Word, Outlook, PowerPoint, etc, with the commands you use most often in each of those programs, too!