



Office 2007 FAQs

Topic: Add Item to Quick Access Toolbar

Question:

What is the Quick Access Toolbar?

Answer: The *Quick Access Toolbar* is a row of buttons above the *Ribbon* and to the right of the *Office Button*.

By default the toolbar already contains several buttons such as *Save*, *Undo* and *Redo* but you can add the commands you use most often.

Question:

How do I add a frequently used option to the Quick Access Toolbar?

Answer: Locate the command you use often; for instance, to put the **print command** on the **Quick Access Toolbar**:

1. Click the **Office Button** (top left-hand "circle")
2. Scroll down to the **print** option and right-click the mouse.
3. Select "**Add to Quick Access Toolbar**"

Do you often save your documents as a PDF file? To put "**Save as PDF or XPS**" on the **Quick Access Toolbar**

1. Click the **Office Button**
2. Scroll down to the **Save As** option
3. Move mouse over to the **PDF or XPS** option to the right
4. Right-click the mouse
5. Select "**Add to Quick Access Toolbar**"

This shows you just a couple of commands you can add – tailor the Quick Access Toolbar to the way you use Office 2007!

For Further Support Please Contact

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