

## Application: Word – Quick Access Toolbar

The Quick Access Toolbar [QAT] is a customizable toolbar that allows you to quickly access frequently used functionality. The QAT is unique to the person logged on and can be positioned above or below the **Ribbon**, saving you from having to navigate to the correct **Ribbon** for often-used commands.

The default buttons available on the Quick Access Toolbar may depend on your version of Word using, but will normally be **Save**, **Undo** and **Redo**.



**Tip:** There are also Quick Access Toolbars in Excel, PowerPoint and Outlook. In Outlook there are separate QATs for different features – for instance **New Message**, **Calendar**, **Meeting** etc.

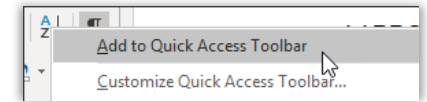
### Positioning the Quick Access Toolbar

The Quick Access Toolbar can be positioned about or below the ribbon.

1. **Right Click** on the drop-down arrow to the right of the Quick Access Toolbar.
2. Select **Show Below Ribbon** or **Show Above Ribbon**. The option displayed will depend on the current position of the Quick Access Toolbar.

### Adding commands to the Quick Access Toolbar

Any button or **Dialog Box Launcher** can be added to the Quick Access Toolbar.



1. Right click on the button you wish to add.
2. Select **Add to Quick Access Toolbar**.

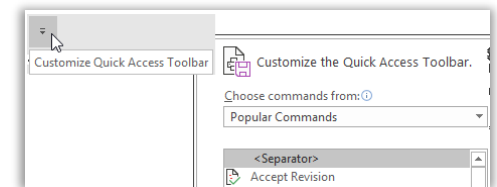
### Removing commands from the Quick Access Toolbar

1. Right click on the button you wish to remove.
2. Select **Remove from Quick Access Toolbar**.

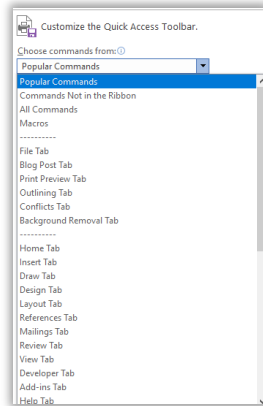
### Customising the Quick Access Toolbar

This is useful if you have more than one button you want to add or can't find the button on the Ribbon.

1. Right click on the drop-down arrow to the right of the Quick Access Toolbar.
2. Select **Customise**.



3. **Popular Commands** are displayed by default. Click on the **Choose commands from** drop-down list and you can display commands that are not on the Ribbon, commands on various tabs, etc.



4. Select the required command.

**Tip:** If you know the name of the command, click on the first entry and type the first letter of the required features.

5. Click **Add**. The command will be added to the right-hand side of the Quick Access Toolbar.

6. If you want to remove buttons you can select them from the list and click on **Remove**.

**Tip:** If functionality from previous versions of Word have been removed from the ribbons you may find it in the list of commands available, e.g. the **Styles Combo Box**.

## Changing the order

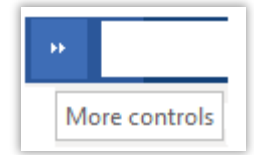
1. Select the command you wish to move.

2. Use the **UP** and **DOWN** arrows as required.



**Tip:** It is so easy to add and remove commands, you may save time by adding ad hoc operations just while you perform a particular task. When you no longer need it, simply **Remove**.

**Tip:** There is a limit to the number of commands that can be placed on the Quick Access Toolbar. If this is the case, this will be indicated by the double arrow button. Click on the button to access any hidden buttons.



## Document specific Quick Access Toolbar

Normally the Quick Access Toolbar would be available for all documents. However, you can create a customised Quick Access Toolbar just to use with a specific document.

1. Right Click on the drop-down to display the **Customize the Quick Access Toolbar**.
2. Select the required option from the **Customise Quick Access Toolbar** drop-down menu.

