
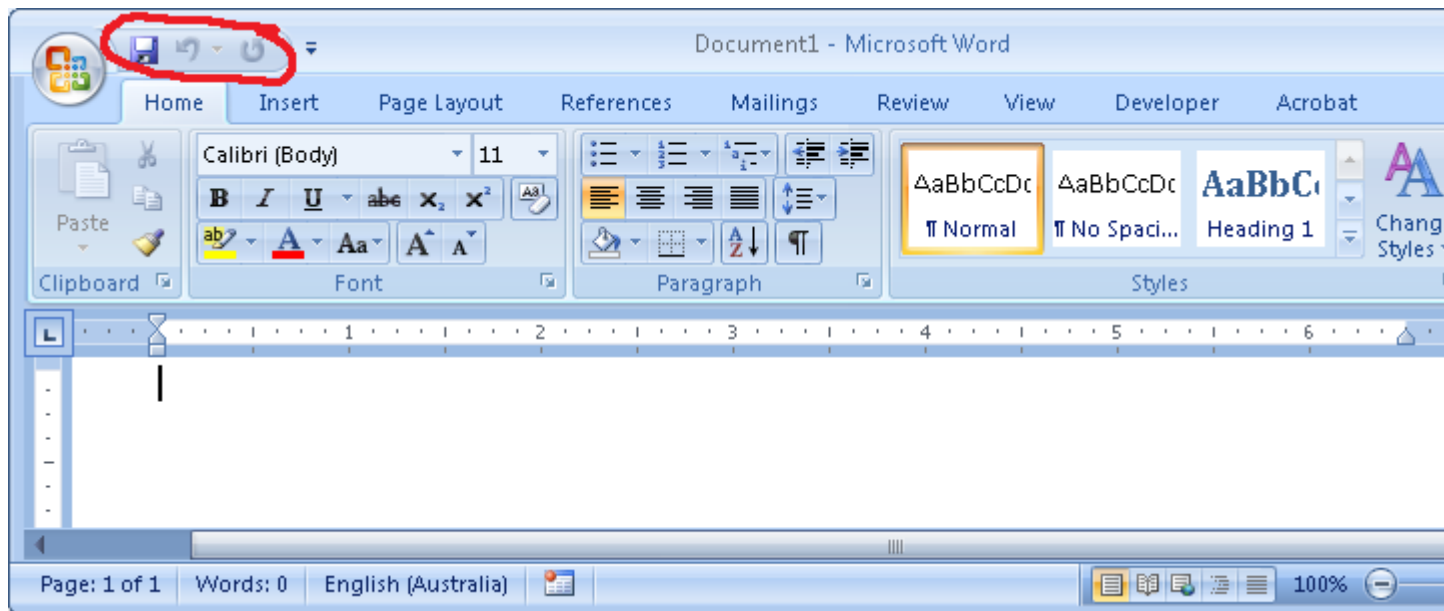


▶ Add shortcut icons to your Quick Access toolbar in Microsoft Word 2007

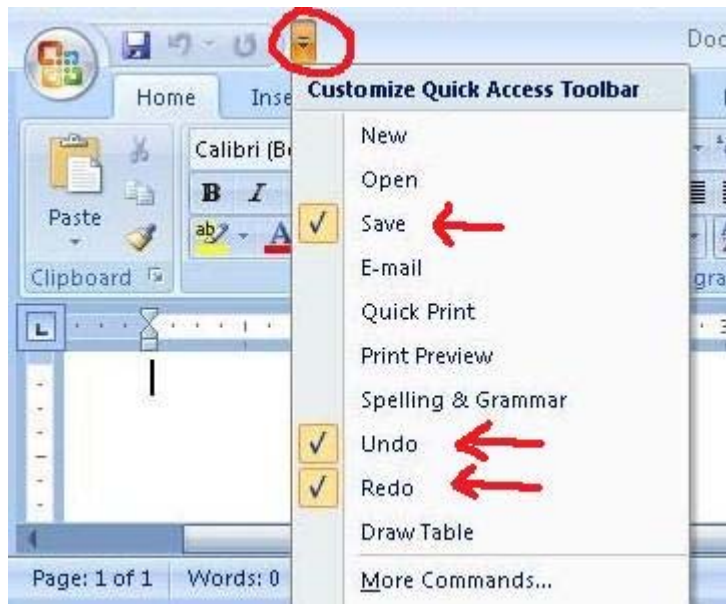


In Microsoft word 2007 there is a quick access toolbar at the top of the screen next to this  symbol. See in the screenshot below. I have circled the quick access toolbar. By default the quick access toolbar has a save shortcut icon, an undo, and a redo icon. However you can add or remove shortcut icons from the quick access toolbar by choosing to customize it.

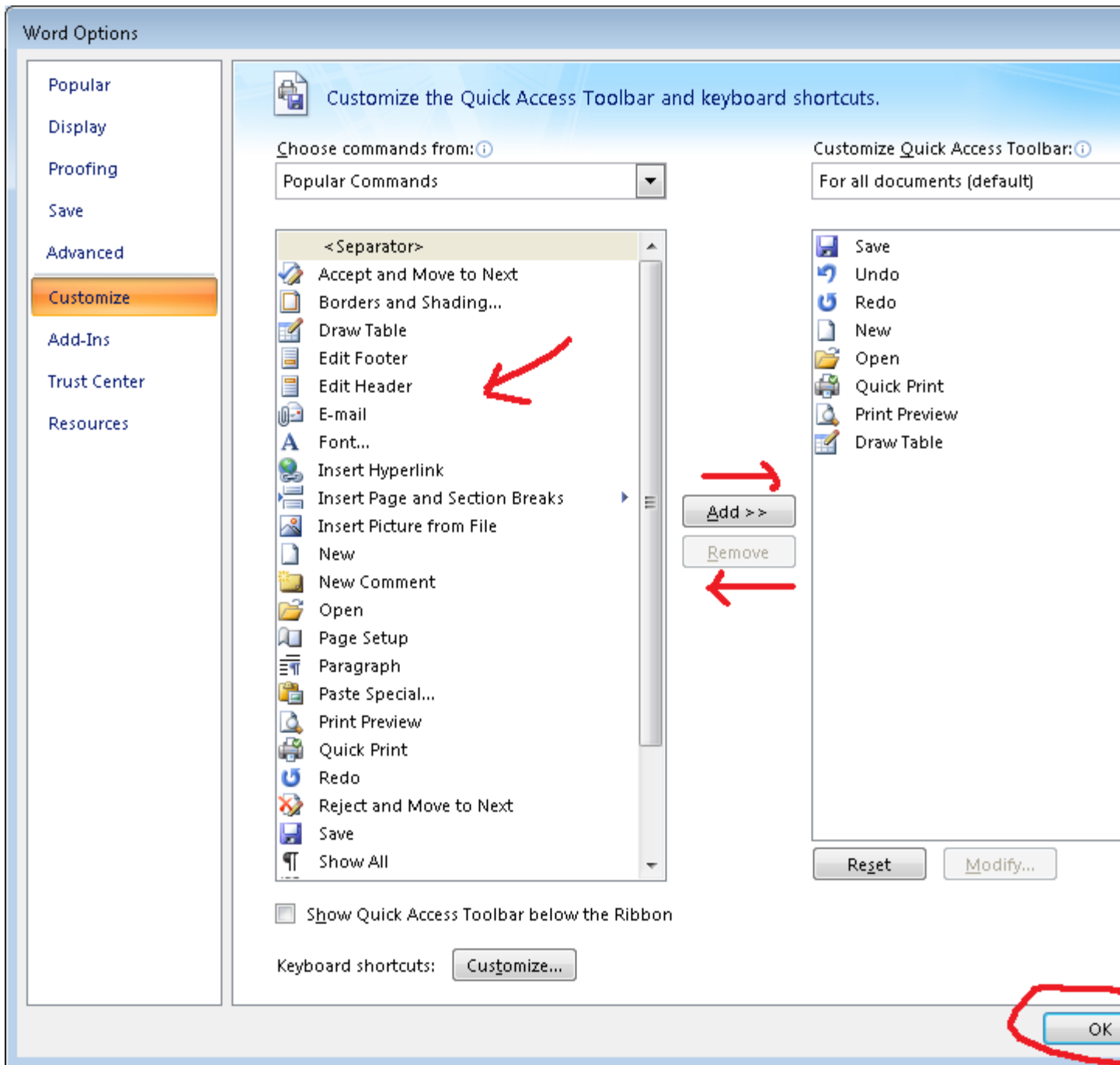


How to add shortcut icons to the quick access toolbar?

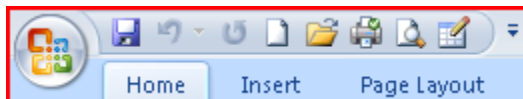
1. As shown in the screenshot below, click on the **dropdown arrow** to choose what icons to add to the quick access toolbar.
2. If you want to add a shortcut icon it must have **a tick next to it**.



3. If the icon you want is not in the list, click on **More commands** to see more details.
4. See the screenshot below. **All the possible shortcut icons** that you can add to the quick access toolbar are shown here.
5. To choose one simply **select it** and press on the **add** button.
6. The icon will be **added to the list on the right**.
7. When you are finished customizing the quick access toolbar press **ok**.



After choosing what icons I wanted to show in the quick access toolbar, see below to see it now. Everything I had chosen is now added to the quick access toolbar.



How to remove shortcut items from the quick access toolbar?

After you choose to see more commands, instead of pressing the add button, simply press the remove button. For example if you want to remove the printer icon from the quick access toolbar you would select it in the right column and then press on remove.

Notes on customizing the quick access toolbar in Microsoft Word 2007:

- You can experiment and add or remove icons until you see which shortcuts you really need there. I really like the printer icon to be in the quick access toolbar, however you must have your printer preferences set before you press it.
- The undo and redo icons are very handy and I would not even think of removing them.
- Adding icons to your quick access toolbar can enable you to remove the ribbon menu because you will have easy access to your favorite shortcuts
- This same procedure will work with Microsoft Office 2007 Excel and Power Point.