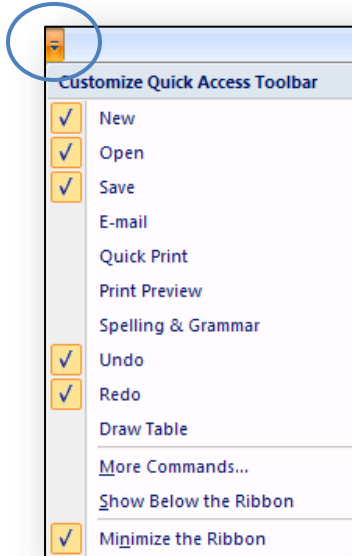


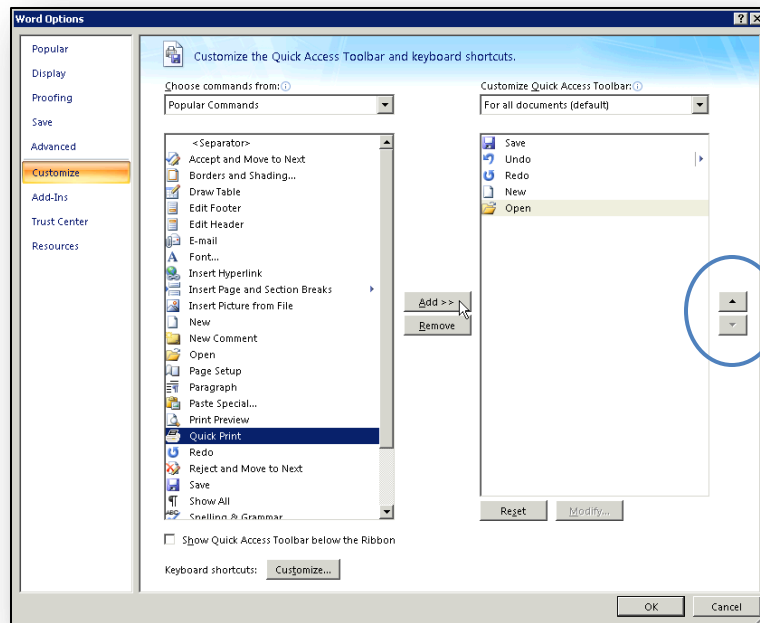
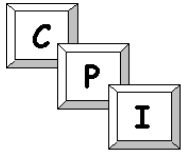
Training Solutions, Inc.

Customize the Quick Access Toolbar Office 2007 and 2010

1. Click on the Customize Quick Access Toolbar drop-down arrow (at the far right of the toolbar).



2. Select **Show Below the Ribbon**. The toolbar will move below the Ribbon allowing you to add many more command buttons.
3. Click on the Customize Quick Access Toolbar arrow again.
4. Click **New**. The New Blank Document button is added to the toolbar.
5. Repeat this process for all commands in the Customize Quick Access Toolbar list.
6. Select **More Commands** to open **Options** window to the **Customize** group.
7. Double-click on a command button to add additional buttons to the Quick Access Toolbar list on the right of the window.
8. Select **All Commands** from the Choose Commands from drop-down list. This will list all command buttons available for the application (Word, Excel or PowerPoint).



9. Use the **Up** and **Down** arrows on the right side of the Word Options window to re-order the command buttons in the Quick Access toolbar list.

10. Click **[OK]** to close the Word Options window.