

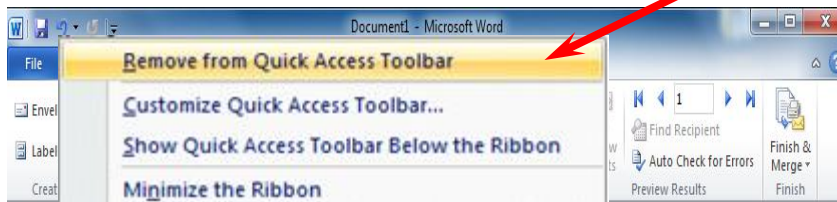
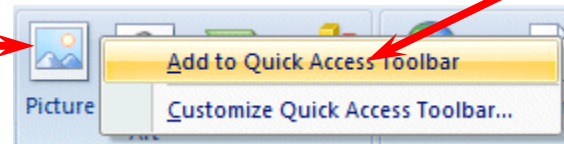
Quick Access Toolbar



In the **upper left corner** – above the File menu- you will see an area called the **Quick Access Toolbar** (image on left). It contains several of the most used buttons in Office applications – Save, Undo, Redo,

Print and Print Preview. You can customize this toolbar by adding and removing as many Quick Access button choices as you desire.

To **add a button** to the toolbar, navigate to the button of the command you wish to add. **RIGHT click** the **button**. One of the choices is **Add to Quick Access Toolbar**. Click **this choice** to add the button. You can add any button you choose.



To remove buttons from the Quick Access Toolbar just **RIGHT click** on the button you desire to remove and **choose Remove from Quick Access Toolbar**.