

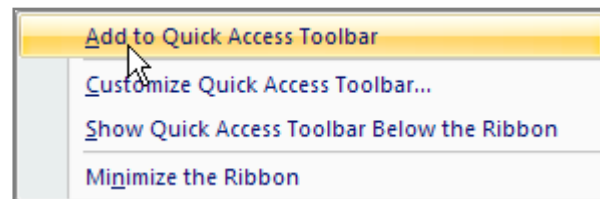
# Quick Access Toolbar

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The **Quick Access Toolbar**, located to the right of the Office button, provides one-click access to the commonly used commands Save, Undo and Repeat. Office users will want to add other frequently-used commands to the toolbar since it is easily customized.

The quickest way to add a command to the Quick Access Toolbar is to find the command on the ribbon, right-click and select **Add to Quick Access Toolbar**.



Other methods can be used to customize the Quick Access Toolbar:

- Click the **Customize Quick Access Toolbar** button to the right of the toolbar
- Select a command from the drop-down list
- For commands not listed, select **More Commands** from the drop-down list
- Choose a category and select the command you want
- Click the **Add** button
- Click **OK** when finished

