

Customizing the Quick Access Toolbar in MS Word

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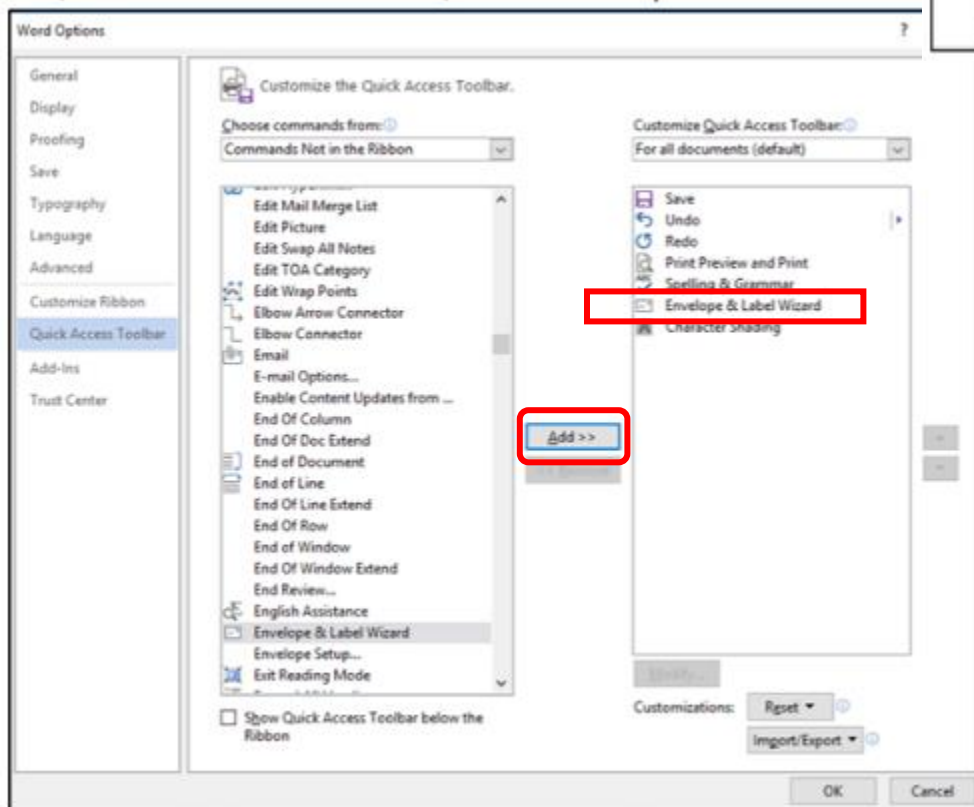
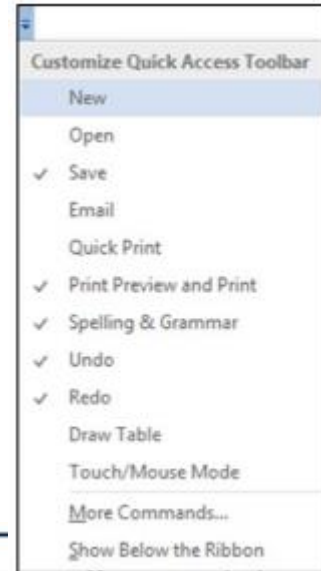
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The Quick Access Toolbar in MS Word is located in the Title bar at the far-left side above the Ribbon. You can move it below the Ribbon. Initially it contains only buttons for Save, Undo, and Redo. I like to add more buttons because I use it a lot.

Clicking on the dropdown arrow at the right end of the QAT gives a list of the most common buttons. Checkmarks indicate which items are included. I like to add the Print Preview, Spell Check, and Envelope & Label Wizard. So, I put checkmarks beside Print Preview and Print and Spelling & Grammar. To locate the Envelope & Label Wizard button, click on More Commands, then in the Options window under



Choose commands from: click on the dropdown arrow and select Commands Not in the Ribbon. Scroll down to Envelope & Label Wizard, click it; click Add in the middle of the window. It should now show up in the right column. Click OK.

