

Microsoft Office Word 2007

Customizing the Quick Access Toolbar

1 - Open the **Customize Quick Access Toolbar** menu.

2 - Choose **More Commands...** to open a **dialog box** and select from additional command names not listed in the menu.

3 - Select a command name from the **Popular Commands** list.

4 - Click **Add >>**

5 - Use the **Arrow Buttons** to change the **arrangement** of icons.

6 - Click **OK** to save your changes.

