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## [Master the Ribbon in Microsoft Office](#)



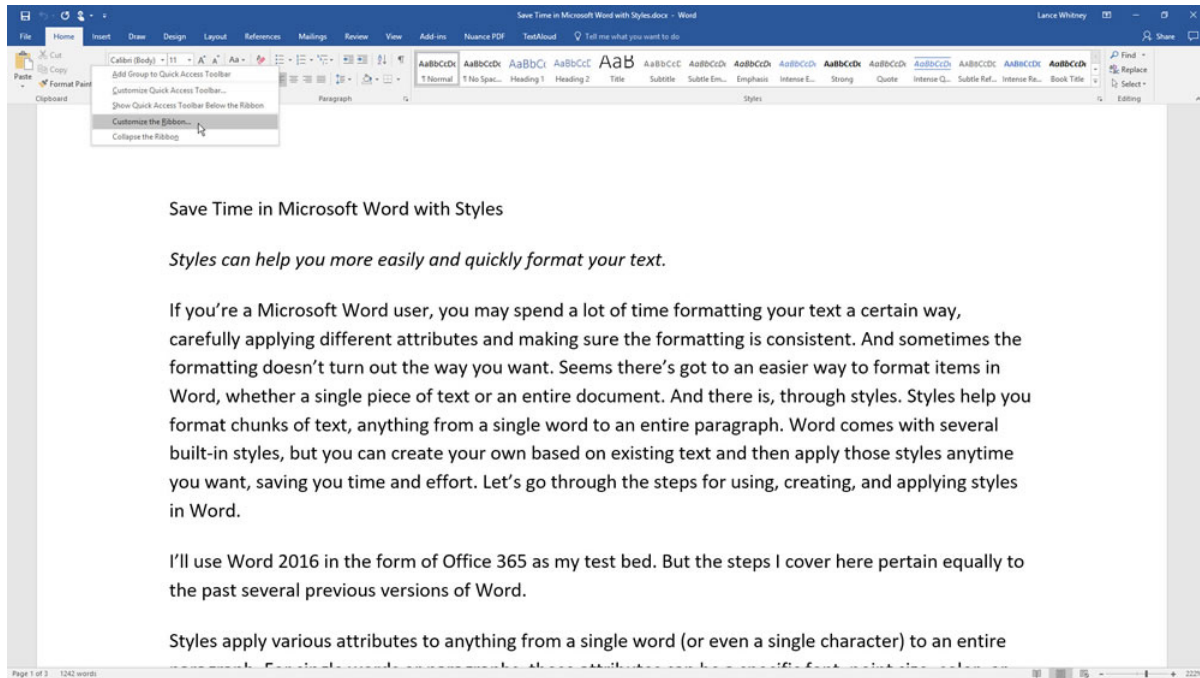
By Lance Whitney on October 17, 2017 in [Office](#), [Top Story](#), [Windows Secrets](#)

*You can tweak the ribbon for quick and easy access to your favorite commands.*

The ribbon in Microsoft Office offers a way to run commands and tap into various features in any Office program. The ribbon changes its buttons depending on what you're doing and where you are. Don't like the ribbon because it doesn't offer your favorite commands? No problem. You can customize it to remove buttons you don't use and add buttons you want to use. Ultimately, you can fashion the ribbon so it's populated with those commands you use the most often. And once you get the hang of tweaking

it in one Office program, the process is the same for the rest of the suite. How can you master the ribbon in Office?

For this article I'm using Office 2016, but the information here applies to the past several versions of Office as well. I'll enlist Word as my guinea pig, so launch Word to kick things off. You can open any accessible document you like. Right-click on any empty area on the ribbon. From the popup menu, click on the command to **Customize the Ribbon**.



The Customize Ribbon window pops up. On the left side is the list for **Choose commands from** where you can access all commands in Word. On the right side is the list for **Customize the Ribbon** where you can see the different ribbon tabs.

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## [How to Tweak the Quick Access Toolbar in Microsoft Office](#)



By Lance Whitney on October 17, 2017 in [Office](#), [Windows Secrets](#)

*Your favorite commands can be just a click away.*

The Quick Access toolbar in Microsoft Office offers you an effortless way to access different features and commands. The Quick Access toolbar (which we'll call QAT through the rest of this article) is always there and always available no matter where you are or what you're doing in any Office application. By default, the QAT comes with just a few icons, so you may not find it very useful at the start. However, by adding icons you need to the toolbar and removing the ones you don't need, you can customize it to your own tastes. You can pack it with a couple of dozen icons, which means all your favorite commands are just a click away. And once you know how to modify the QAT in one Office program, you can do the same in your other Office programs. Let's look at how to tweak the Quick Access Toolbar.

**Note:** As always, I'm using Office 2016 as my test subject, but the steps apply equally to the past few versions of Office. I'll use Word as my guinea pig though the process of tweaking the QAT is the same across the entire Office suite.

First, launch Word and then open any document.

Now glance at the upper left of the Word screen. The icons at the top make up the Quick Access Toolbar. Unless you've already modified the QAT, it should show only the default icons for a few Word commands, such as Save, Undo, Repeat, and Touch/Mouse Mode.

To add more commands, click on the dropdown arrow at the right end of the toolbar for **Customize Quick Access Toolbar**. A menu pops up displaying several commands you can add.

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