

Quick Access Toolbar

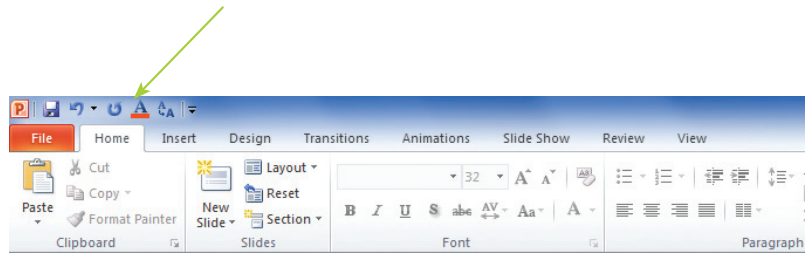
The Quick Access Toolbar is a toolbar that is completely customizable by you, to include any commands that you might use on a regular basis, such as Save or Print. Rather than work your way through the menus, you can just click the relevant command on the Quick Access Toolbar to activate the command.

Hot tip



By default, the Quick Access Toolbar appears above the Ribbon. You can have it appear below the Ribbon by selecting Show Quick Access Toolbar Below the Ribbon, when right-clicking the Quick Access Toolbar.

Quick Access Toolbar



Customizing the Quick Access Toolbar

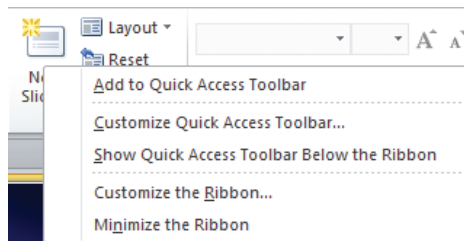
You can add or remove commands from the Quick Access Toolbar whenever you need to. There are a few different ways of adding commands.

- 1 Highlight the command you want to add to the Quick Access Toolbar
- 2 Click on the right mouse button, and select Add to Quick Access Toolbar from the menu

Hot tip



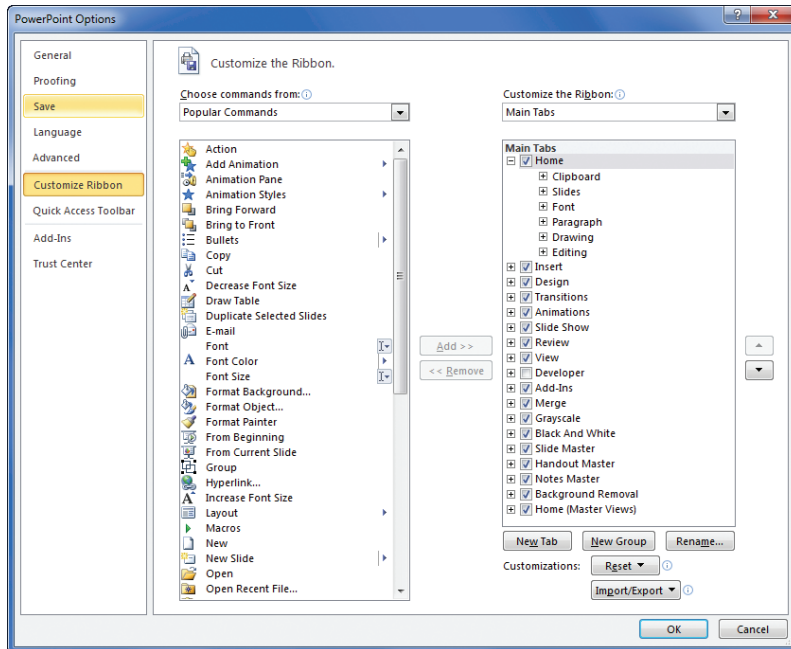
You can quickly remove a command from the Quick Access Toolbar, by right-clicking it from the Toolbar and selecting Remove from Quick Access Toolbar.



Another way involves you selecting from a list of the commands within PowerPoint 2010, and then choosing whichever one you want to add to the Quick Access Toolbar, from the Customize menu of Options from the Backstage view.

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- 1 Click on the File tab and select the Options button
- 2 Click on Customize Ribbon



- 3 Click on the Choose commands from the drop-down list, then select which area you want to display the commands for
- 4 Scroll through the commands and click on the command you want to add, then click the Add button
- 5 Repeat steps 3 through 5 until you have added all of the commands you want to the Toolbar
- 6 Use the up and down arrows to reorder the commands in the Quick Access Toolbar list until you are happy, then click the OK button to finish customizing the Quick Access Toolbar

Hot tip



You can also launch the Customize menu by selecting Customize Quick Access Toolbar when you right-click on any command.

Hot tip



You can customize the Quick Access Toolbar for all of your PowerPoint 2010 presentations (which is the default setting), or you can choose to only customize the toolbar for the current presentation.

Hot tip



Don't worry if you make a mistake, you can just click on the Reset button to restore the Quick Access Toolbar to its default setting.