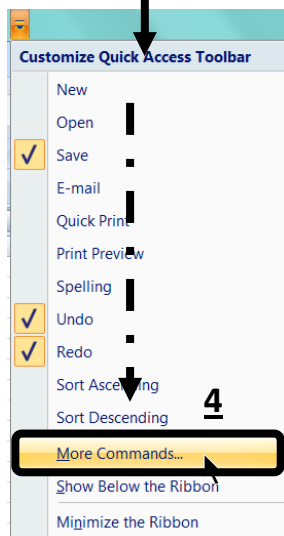
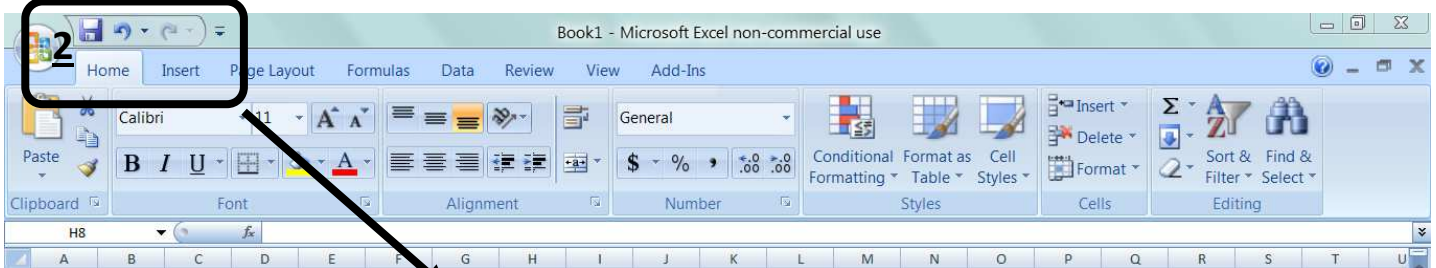


Customise the Quick Access Toolbar for Excel 2007

The reason for customising the Quick Access toolbar in Excel is to provide logical groupings of the most common tools you will use with Excel. This customised quick access toolbar, along with right mouse clicking for menus, removes the need to hunt through the various tabs and sub menus on the top menu ribbon bar making using Excel easier and faster. It also enabled users who were competent in using Excel 2000 to make Excel 2007's jumbled tools in tabs and menus easier to find.

Once you have customised the Quick access bar all your most useful tools will appear in their own bar beneath the menu ribbon.

1 Open Excel 2007



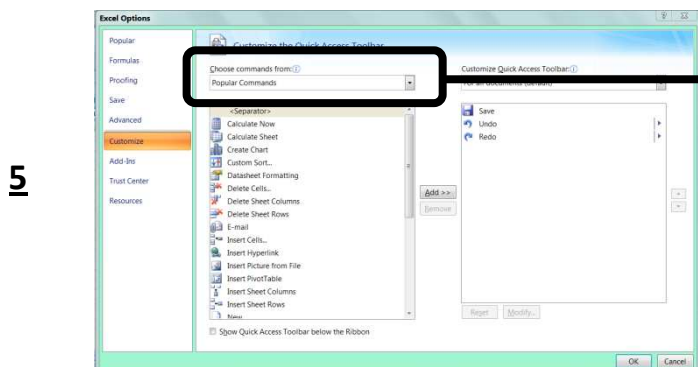
2 On the top of the Excel 2007 screen you should see the Office Button. Next to this button is the Quick Access toolbar and the Quick Access Toolbar drop-down menu

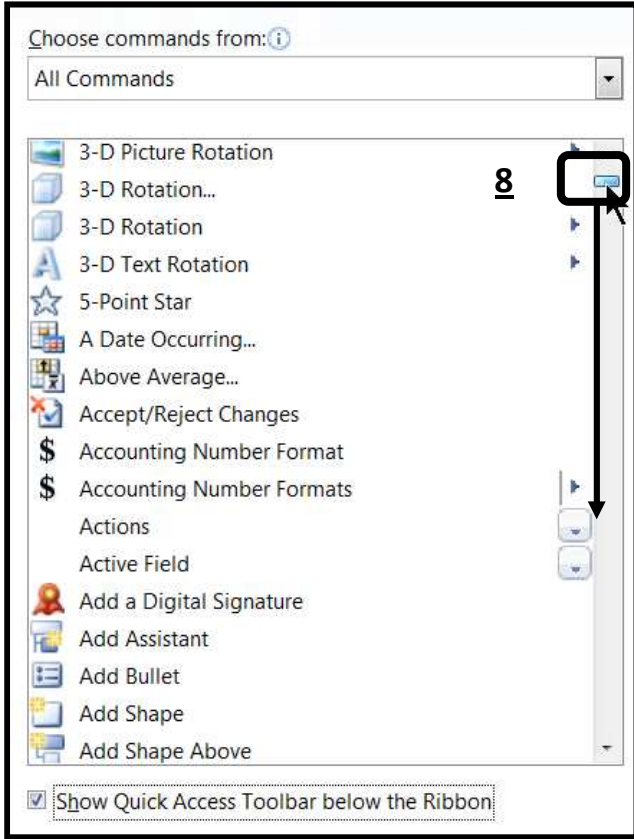
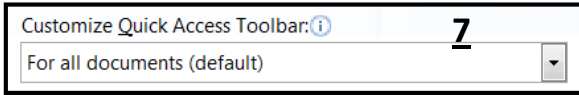
3 left mouse click the Customize Quick Access Toolbar Menu

4 Left mouse click More Commands...

5 This opens the Quick Access Toolbar configuration screen- Excel Options.

6 In Choose commands from menu, change the option from Popular Commands to All Commands



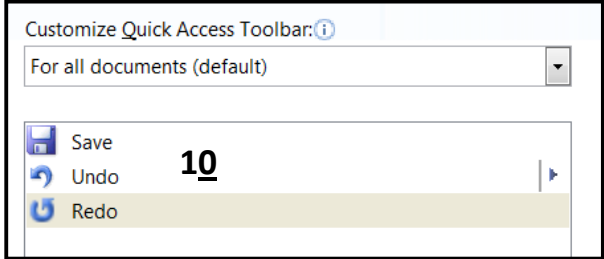
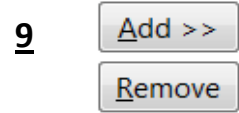


7 Retain the : Customize Quick Access Toolbar – For all documents (default)

8 From the list on the LEFT of the screen scroll down to find the tools you wish to add to the Quick Access Toolbar (see list following in #11)

9 To add a tool to the Quick Access toolbar - the list on the RIGHT- click ADD, to remove a tool click REMOVE

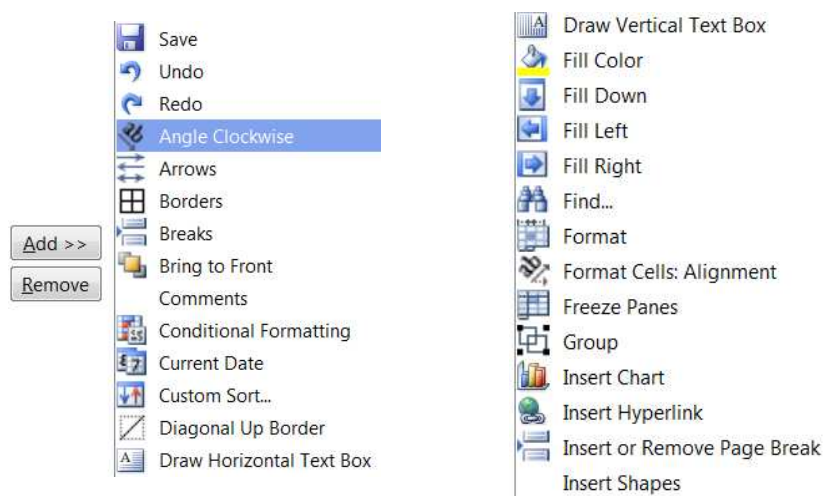
10 Retain the default tools already present in the list on the RIGHT : save, Undo, Redo



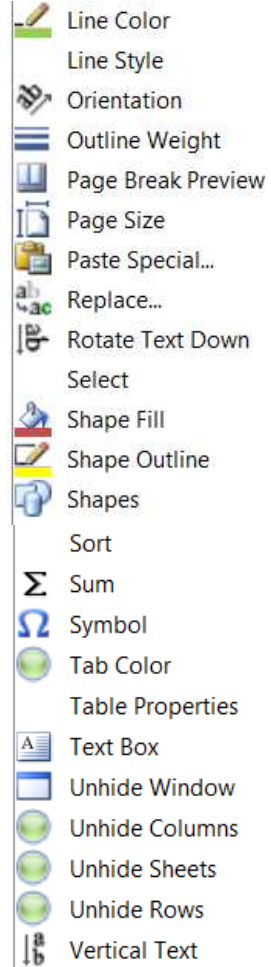
11 Select tools from the left column and add these tools to the toolbar (right column)

The right column should look like this

11 – Right Column)

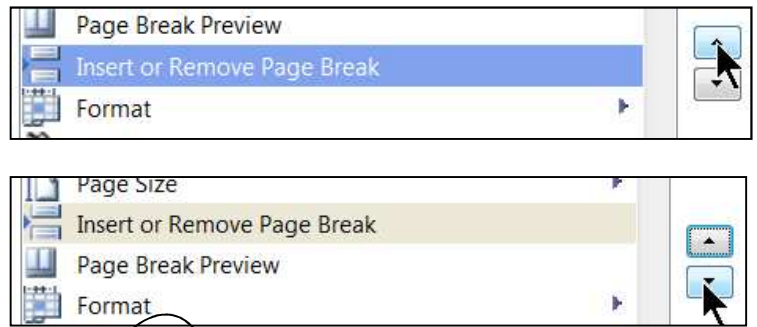


11 cont

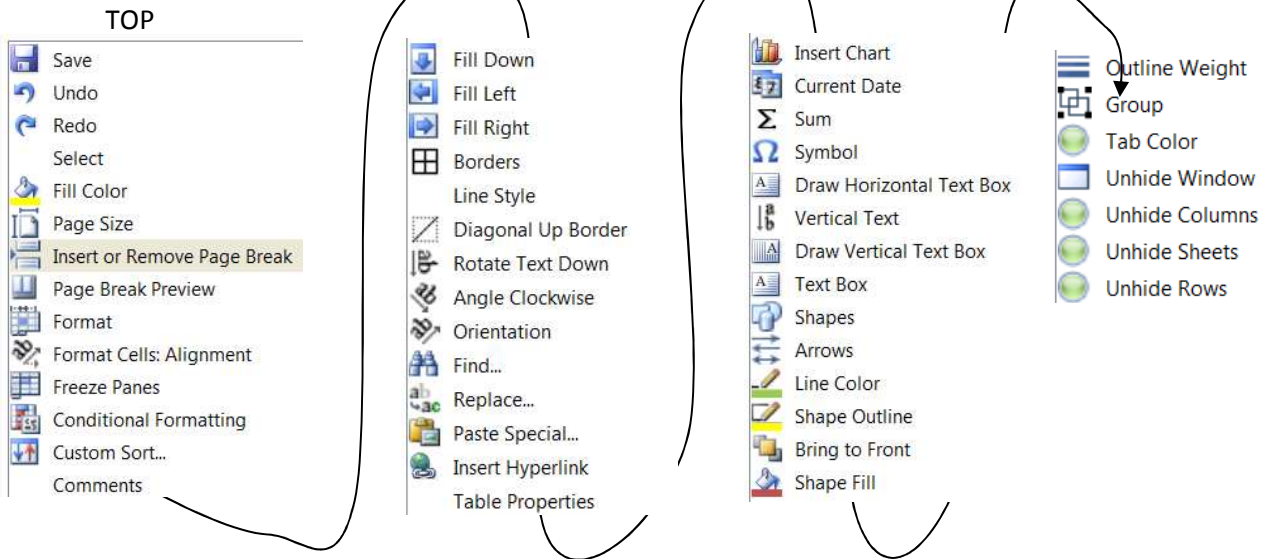


12 Arrange the tools in the right column in a logical order, this will be the order they appear in on the Quick Access Toolbar . The order is following

13 To move a tool up the list, click on the tool to highlight it and then click the MOVE UP or MOVE DOWN buttons on the right of the screen



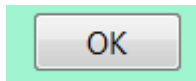
12- Order For Right Column



14 When you have completed re arranging the tools click Show Quick Access Toolbar below the Ribbon. Then click OK in the bottom right corner

Show Quick Access Toolbar below the Ribbon

14

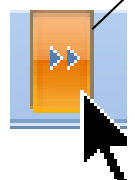


15 Your Quick Access Toolbar should now look like this:



16 All the icons won't be visible unless you press the MORE CONTROLS at the end of the bar. This will make the remaining tools visible for use.

16

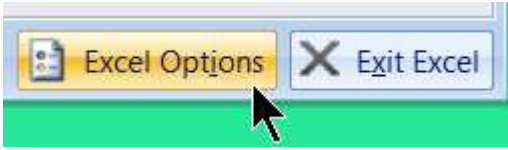


The tools have been organised so that the page and cell formatting tools appear first, data sorting, borders and text direction, add-on's such as tables, hyperlinks, text boxes then shapes and shape formatting

More Customising your Excel

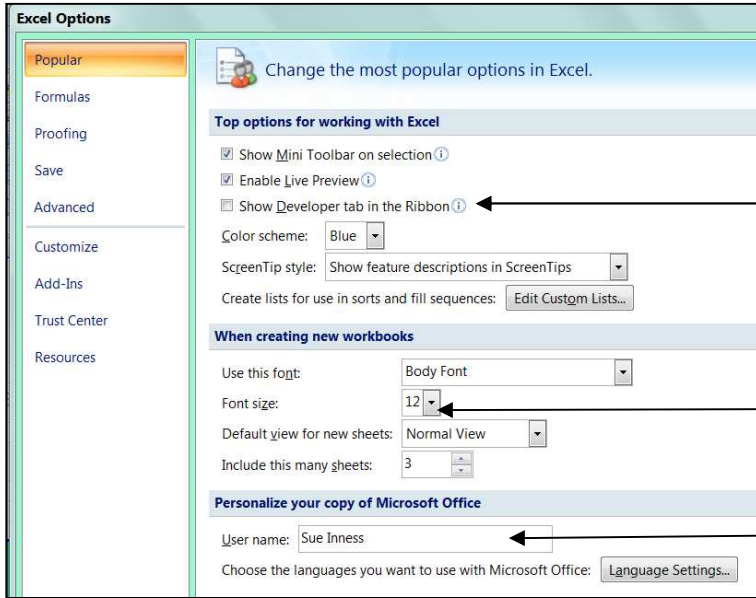


Click on the MS Office button top left



Left click Excel Options

For Excel Options – Popular

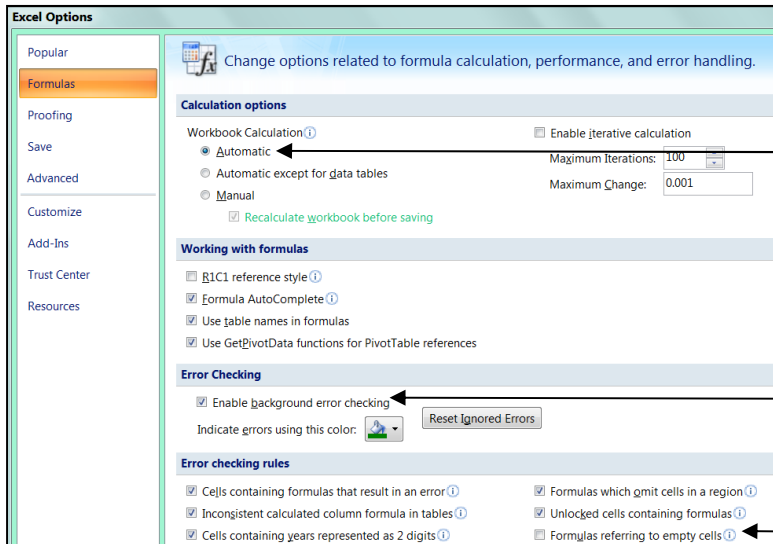


Un click Show Developer Tab in the Ribbon

Increase font size

Insert your name

For Excel Options – Formulas



Make sure Automatic is checked

Make sure Enable Background error checking is checked

Un-check Formulas referring to empty cells

For Excel Options – Consider your options for Proofing and Save

