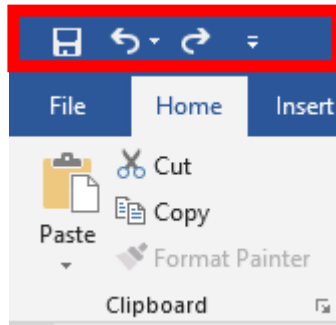# Word Quick Access Toolbar (QAT)

Setting Up the QAT

The Quick Access Toolbar (QAT) is sitting in the top right of your Word screen. It's been there for years and you've probably ignored it!

- ✧ To set up the QAT click on the **drop-down arrow** at the end of the QAT and click on every option that you use on a regular basis. (Yes, I know you have to keep clicking back on the drop-down arrow!)

- ✧ Once you've selected all of the needed options then click on the drop-down arrow again and select **Show Below the Ribbon**. The QAT now moves BELOW the Ribbon and gives you a full toolbar to be able to add more buttons to it.
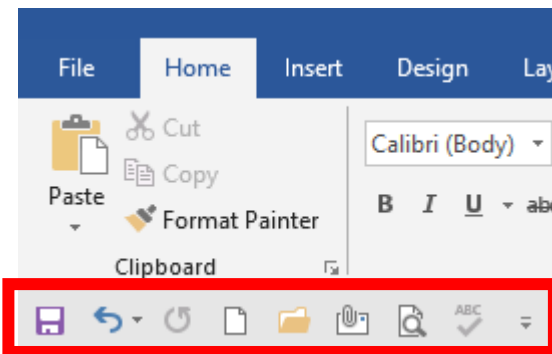
Customizing the QAT

- ✧ To customize the QAT click on the **drop-down arrow** at the end of the QAT and select **More Commands…**
- ✧ You can then select commands on the left side of the screen and **Add** them to your QAT on the right.
- ✧ <u>Suggestion</u>: Change Popular Commands to Commands Not in the Ribbon to see all of the secret commands that Microsoft never put on the ribbon. Some favorite SECRET commands to add are:

Command	Description
Collapse All Headings	Collapses all words in the document and only shows those that have been applied a Heading style to
Expand All Headings	Shows all words in the document
Format Picture	Copies the formatting of a picture from another picture
Navigation Pane	Shows the Navigation pane
Reveal Formatting	Shows a Formatting pane on the right after making a selection

More Tricks. Less Clicks.

Rearranging the Buttons on the QAT

⬦ To change the order of the buttons on the QAT click on the **drop-down arrow** at the end of the QAT and select **More Commands…**

⬦ Then use the **up and down arrows** on the right side of the box to move commands up and down.

⬦ <u>Suggestion</u>: Always make the first 5 buttons in Excel, Word, and PowerPoint be in the following order: **New or New File, Open, Save, Undo, Redo**. Once you do this in each application then it will be unbelievable quick to get to these 5 useful and common Microsoft commands.

Adding Additional Buttons to the QAT

⬦ In addition to doing everything stated above, you can also add buttons quickly by just right-clicking on any button on the Ribbon and select **Add to Quick Access Toolbar.**

⬦ <u>Suggestion</u>: Any time it takes you more than 10 minutes to find that stupid button on the ribbon, once you finally find it, add it to the QAT so you never have to search so hard for it again!

⬦ <u>Suggestion</u>: Some favorite commands to add are:

Command	Description
Home tab – Format Painter	Copies formatting
Home tab – Find drop-down – Goto	Open the Goto box to be able to jump to another place in the document
Home tab – Select drop-down – Select all Text with Similar Formatting	Selects all of the text in a document that matches the same style as the selected text
Layout tab – Align	Comes with drop-down arrow to get to alignment buttons
View tab – Switch Windows	Shows a list of all open files

More Tricks

⬦ If it is still taking too many clicks to use the Open button even after you added it to the QAT (because it now shows the Backstage View) you can change the settings in Excel to NOT show the Backstage View when Opening or Saving files. To do this click on File – Options…Save and turn off Don't show the Backstage when opening or saving files…
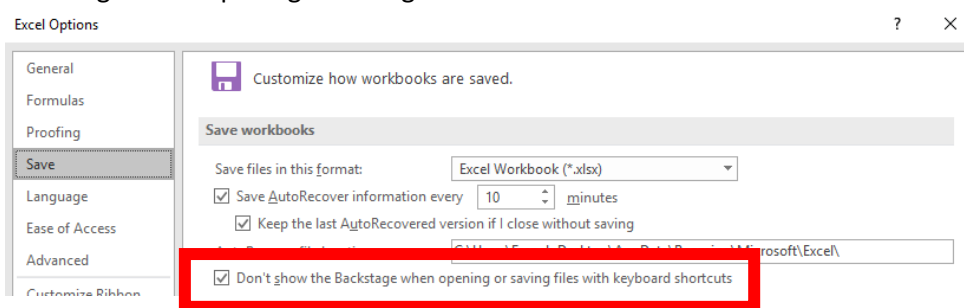
Less Clicks

⬦ Once you setup the QAT you should not have to use the File tab! That alone should save you MANY clicks per day.

⬦ If everything you need on a daily basis is now on the QAT, you may not even need the Ribbon anymore (since it takes up a lot of screen space). To hide the Ribbon you can double-click on the word **Home**. (The Home tab.) The Ribbon is then hiding but will come back when you need it by clicking on any tab. Once you click off the tab the Ribbon will hide again. To bring the Ribbon back permanently just double-click on the Home tab again!

More Tricks. Less Clicks.