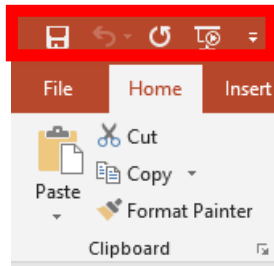


PowerPoint Quick Access Toolbar (QAT)

Setting Up the QAT

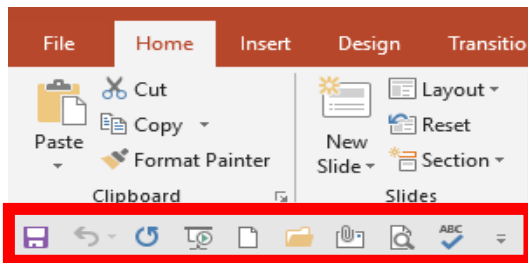


The Quick Access Toolbar (QAT) is sitting in the top right of your PowerPoint screen. It's been there for years and you've probably ignored it!

- ✧ 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.
- ✧ Suggestion: 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
Create Handouts in Microsoft Word	Lets you decide what type of handouts you want to create and if you want to link the Word document it creates back to the PPT presentation.

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.
- ✧ Suggestion: 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.

More Tricks. Less Clicks.

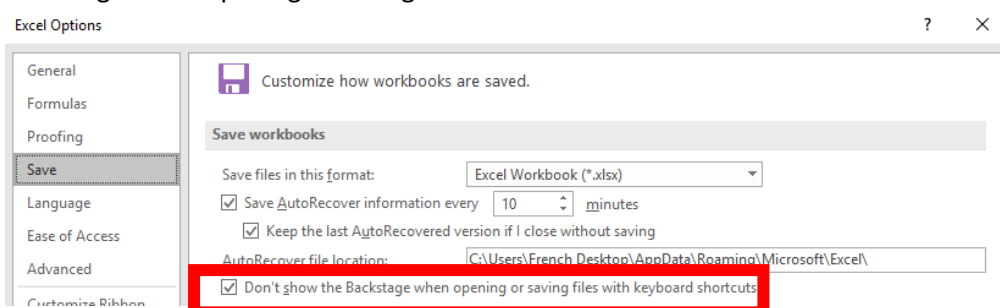
Adding Additional Buttons to the QAT

- ✧ 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**.
- ✧ Suggestion: 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!
- ✧ Suggestion: Some favorite commands to add are:

Command	Description
Home tab – Format Painter	Copies formatting
Home tab – New Slide drop-down – Reuse slides...	Opens up a pane on the right so that you can open up another presentation that you want slides from. Once it opens, you just click the slides you want copied into yours. The added slides will take on the design of the newer document unless checked to <u>Keep source formatting</u> .
Home tab – Select drop-down – Selection Pane	Opens up a pane on the right so that you can easily select objects even when they are on top of each other. (No more moving objects out of the way so that you can get to the one below it!)
Animations tab – Animation Pane	Opens up a pane on the right to be able to do custom animation more efficiently
Animations tab – Animation Painter	Similar to Format Painter but instead copies animation from one object to another. (Great for repeating animation)
View tab – Normal View; Outline View; and Slide Master View	Quick and easy way to switch to Normal View or Outline View or Slide Master View
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.