

# Quick Access Toolbar

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## Introduction

The Quick Access Toolbar (QAT) is a customizable toolbar that contains commands that are always visible no matter the ribbon that is currently displayed. You can move the QAT to one of two possible locations, and you can add buttons to the QAT that represent commands or macros.

If you use an Excel command or personal macro frequently, you can add them to the QAT. You can even add commands to the QAT that are not in the ribbon. By default, the QAT contains the Save, Undo and Redo button.

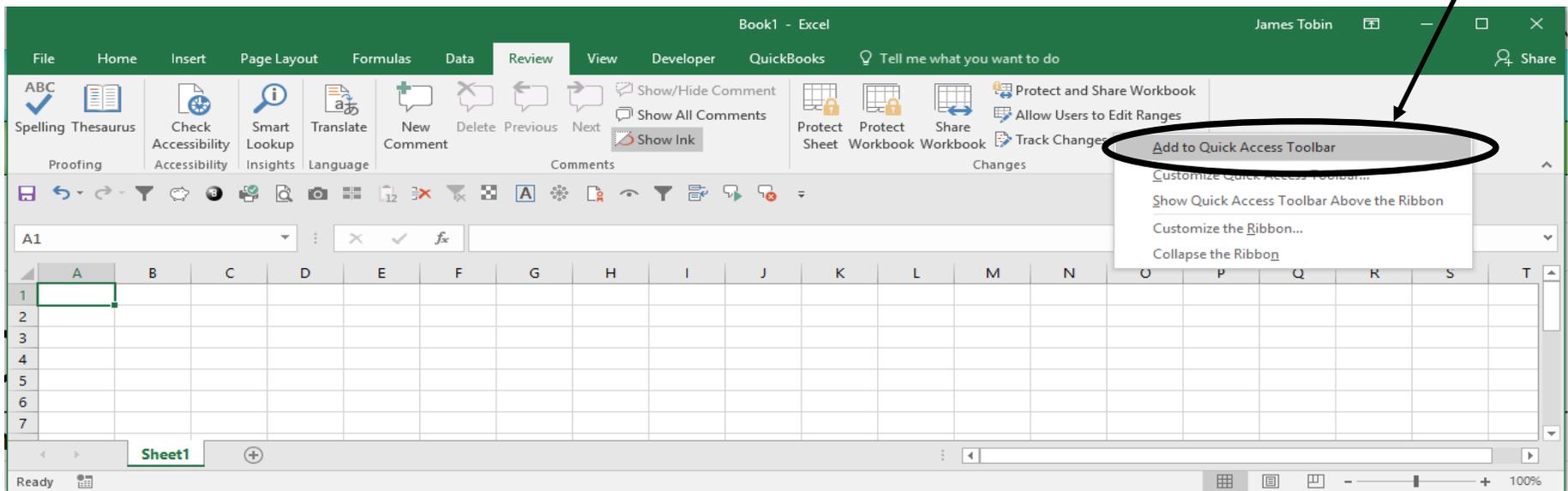
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## Add a Ribbon Command to the Quick Access Toolbar

1. On the ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Right-click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.



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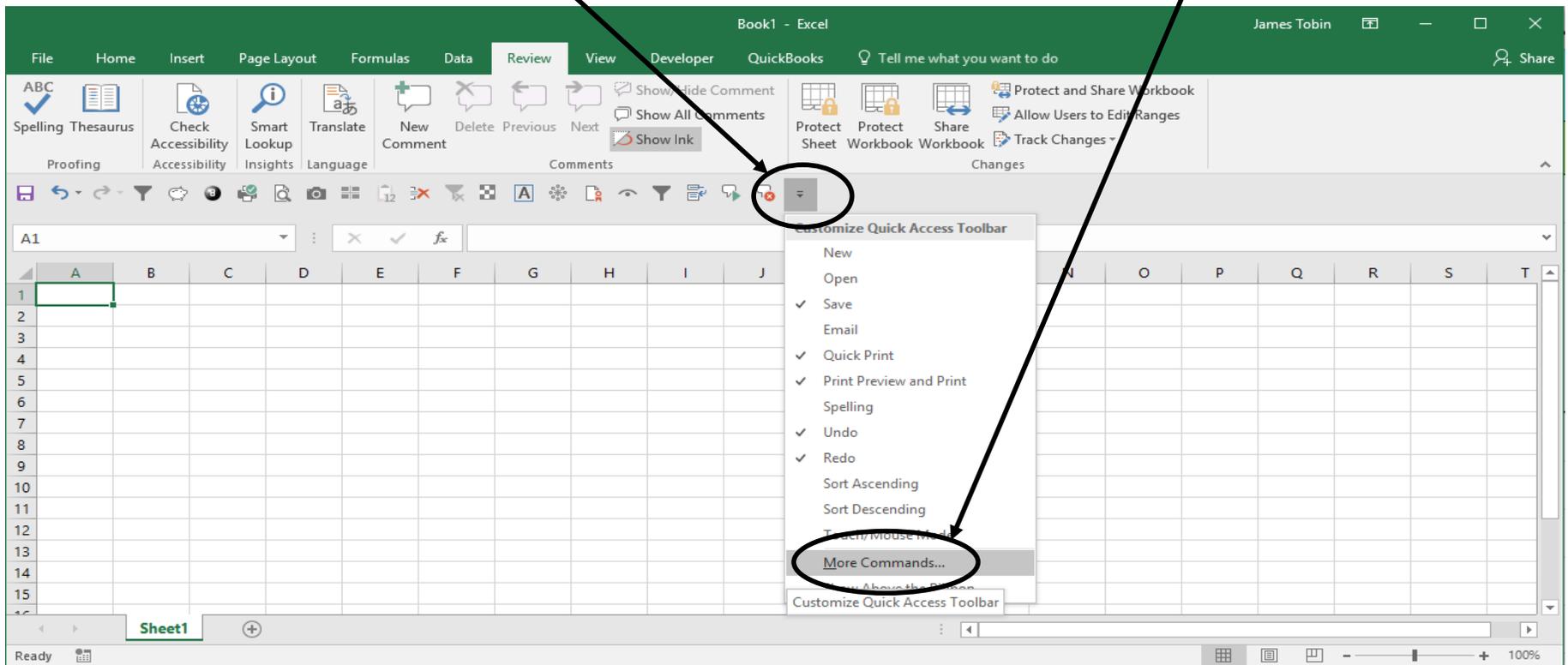
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## Add a Command Not Found on the Quick Access Toolbar to the Quick Access Toolbar

To add a command to the Quick Access Toolbar, at the far right-hand side of the toolbar;

1. Click the down arrow.
2. Click More Commands....

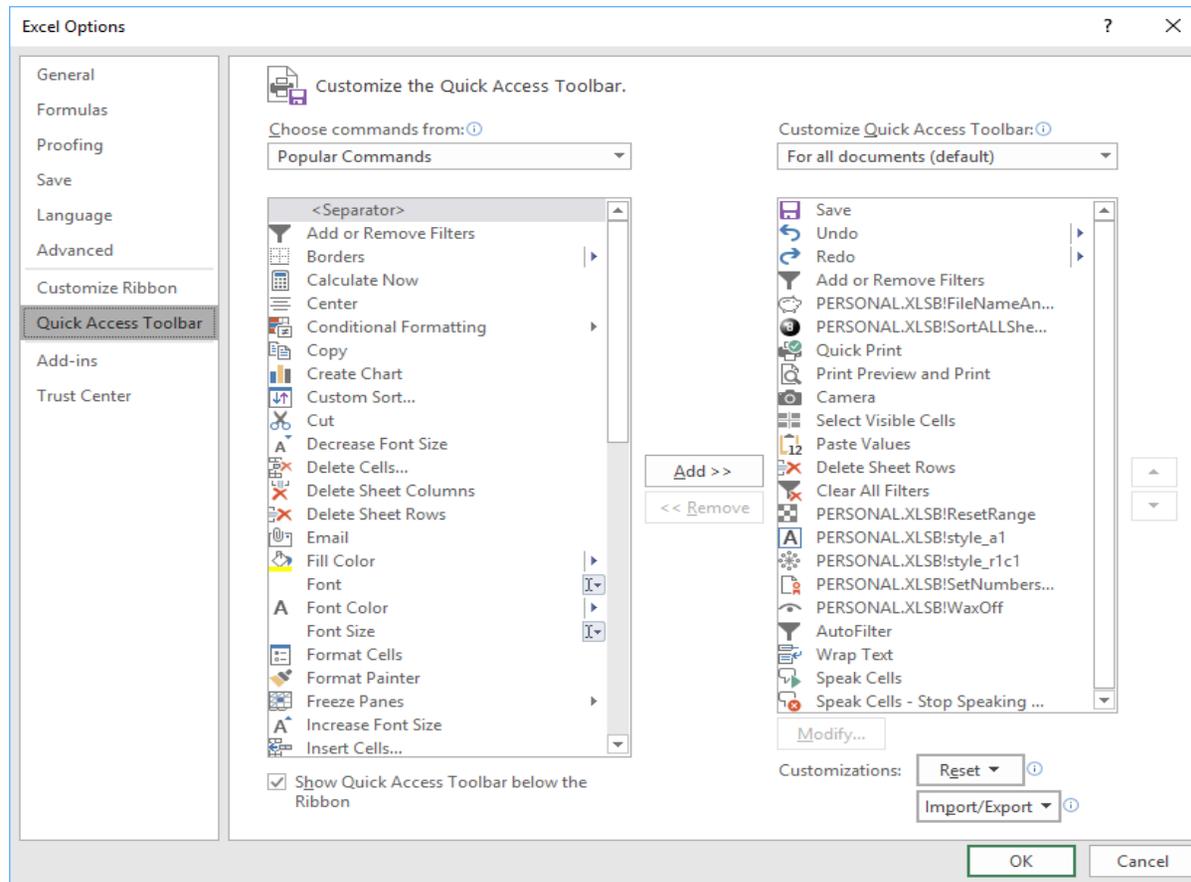


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3. The "Customize the Quick Access Toolbar" dialogue box will appear.

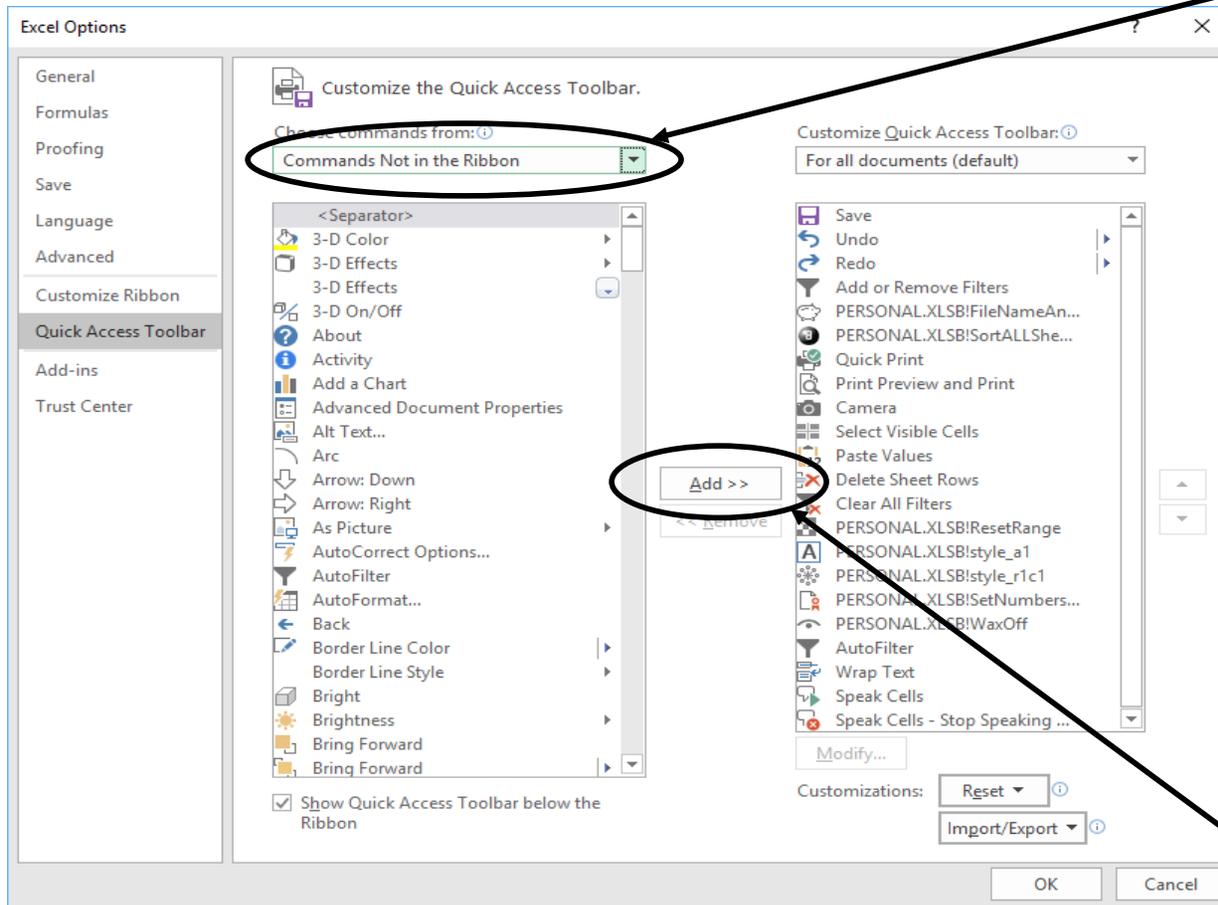


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4. From the drop-down box titled "Choose commands from", select "Commands Not in the Ribbon".



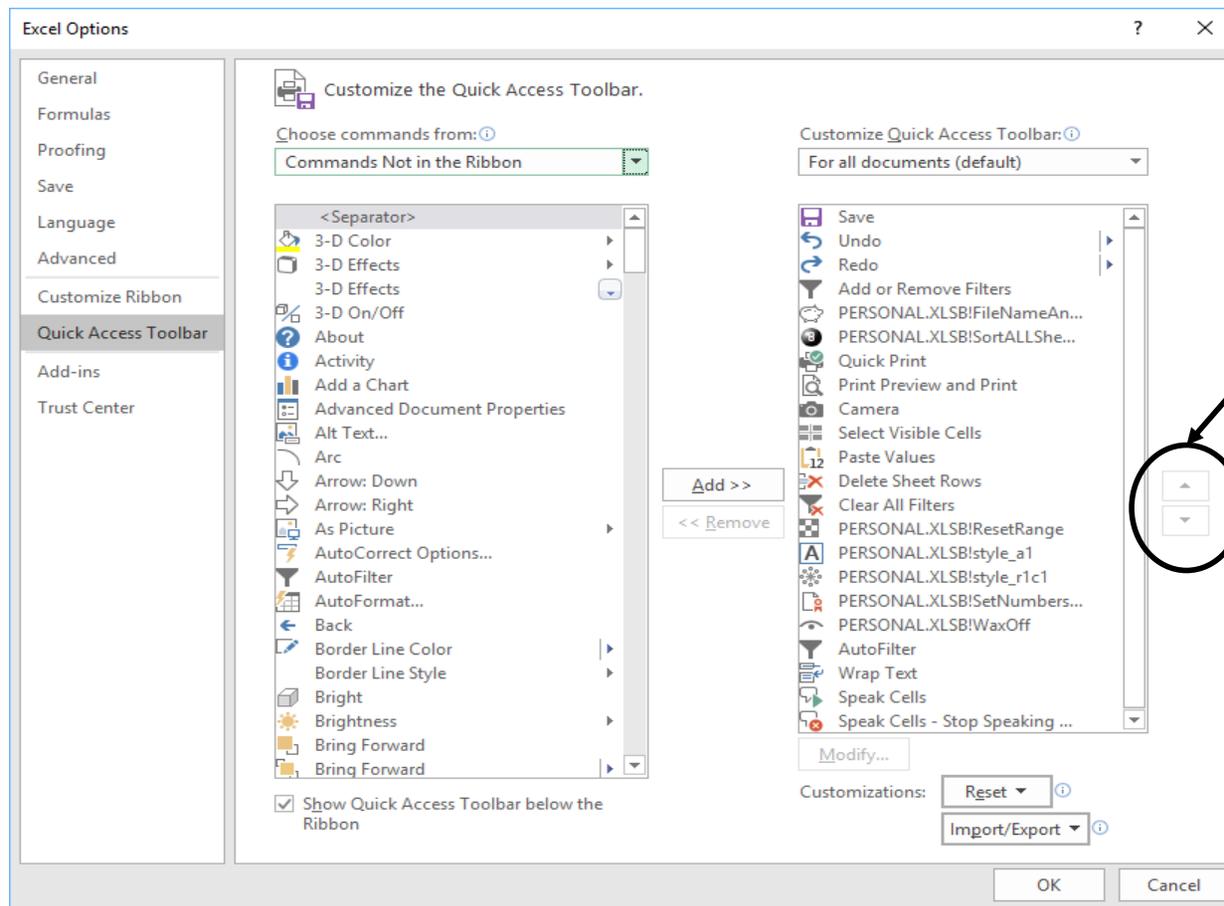
5. Select the command and either double click it or hit the "Add" button to add the command to the Quick Access Toolbar.

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6. You can place/move the new command in the QAT by highlighting the command, then selecting the Up or Down arrows found on the right-hand side of the dialogue box.



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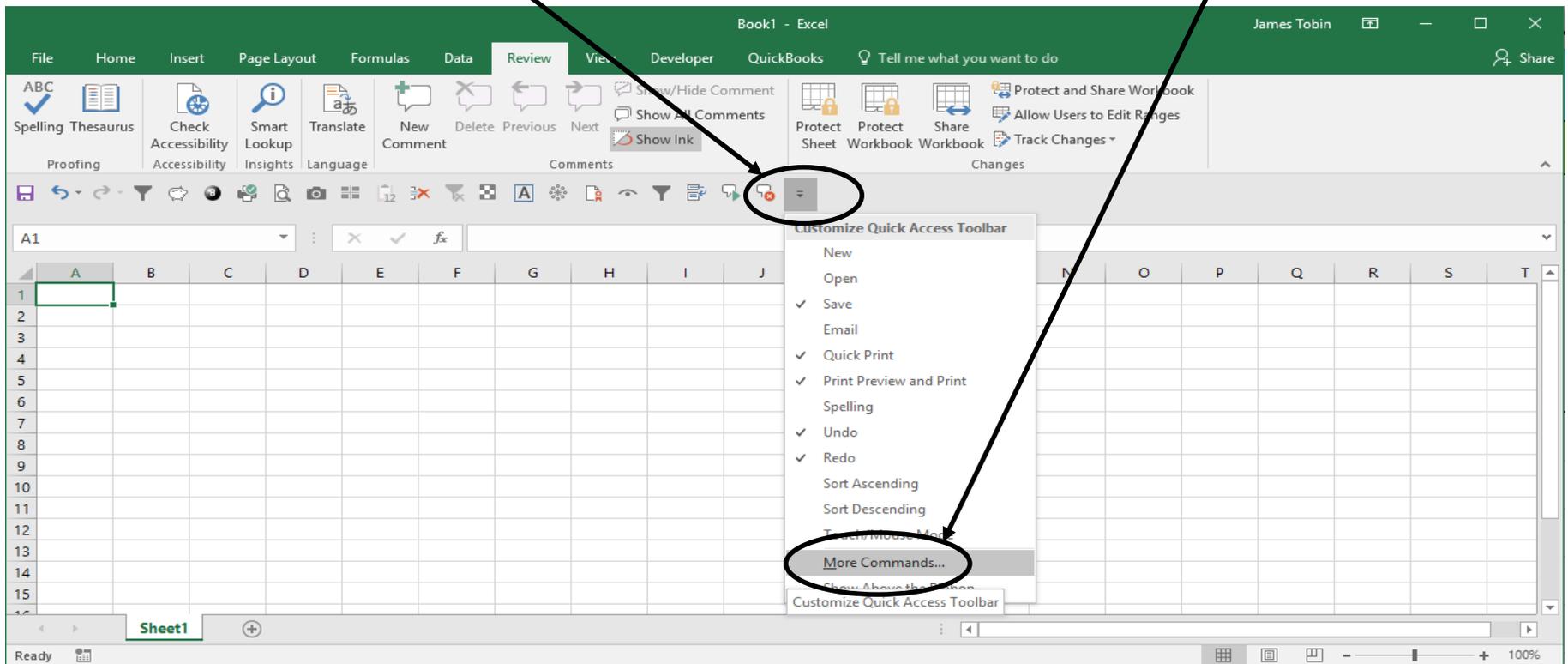
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## Add A Macro to the Quick Access Toolbar

To add a macro to the Quick Access Toolbar, at the far right-hand side of the toolbar;

1. Click the down arrow.
2. Click More Commands....

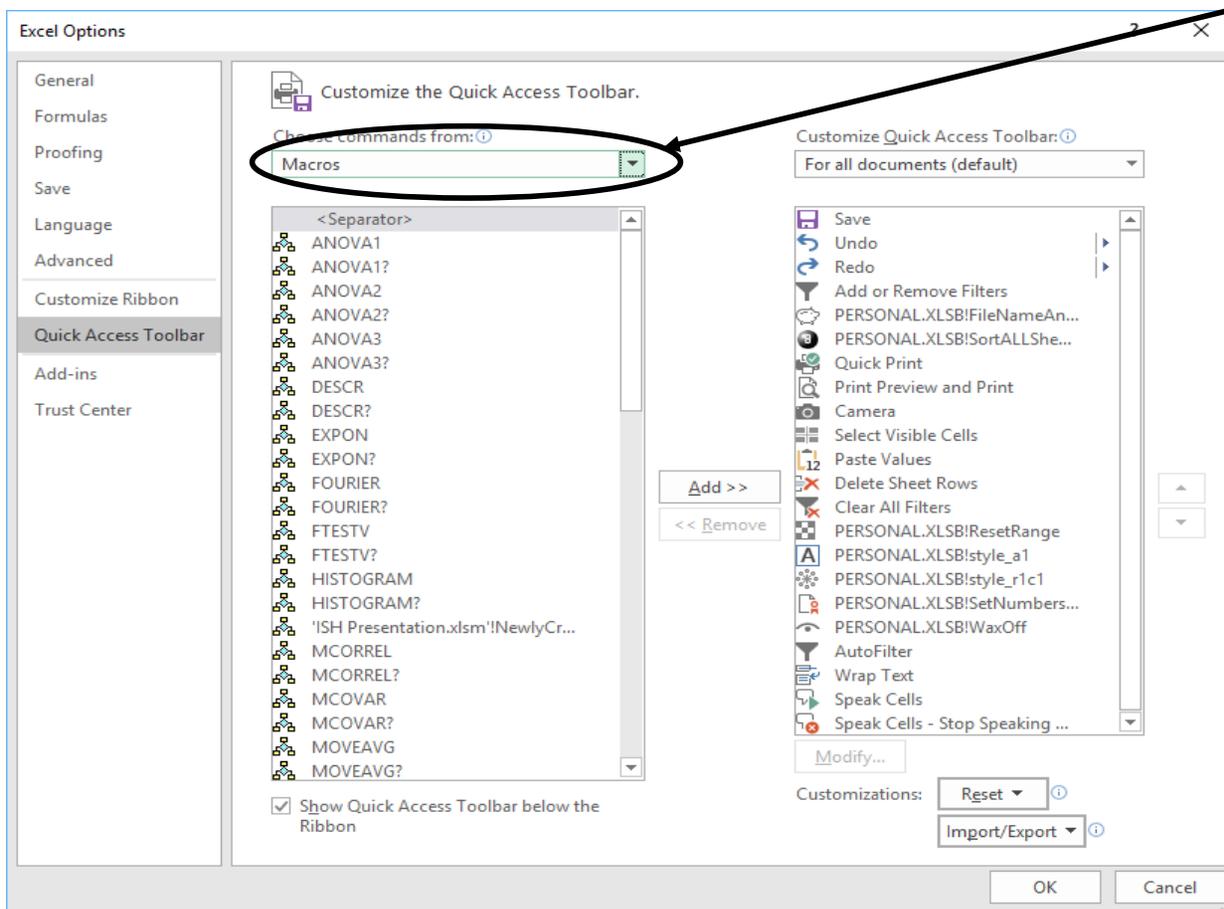


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3. When the dialogue box appears, select "Macros" from the "Choose Commands from" dropdown box.



4. Select the macro and either double click it or hit the "Add" button to add the macro to the Quick Access Toolbar.

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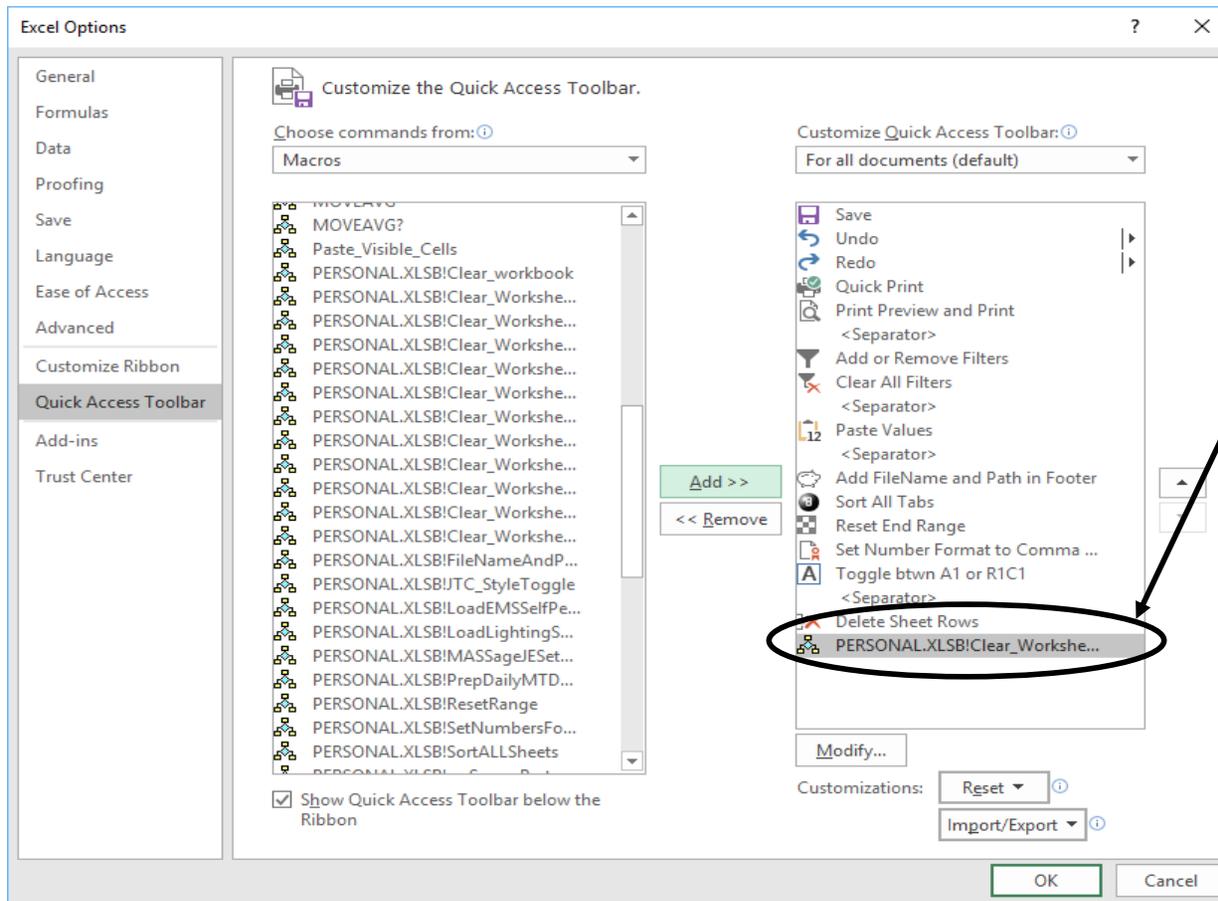
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## Changing the Icon and/or Name of the Macro in the Quick Access Toolbar

The default icon for macros may not suit your tastes. If you'd like to change/modify the icon;

1. From the right-hand side of the Customize the Quick Access Toolbar dialogue box, select the item you wish to modify.

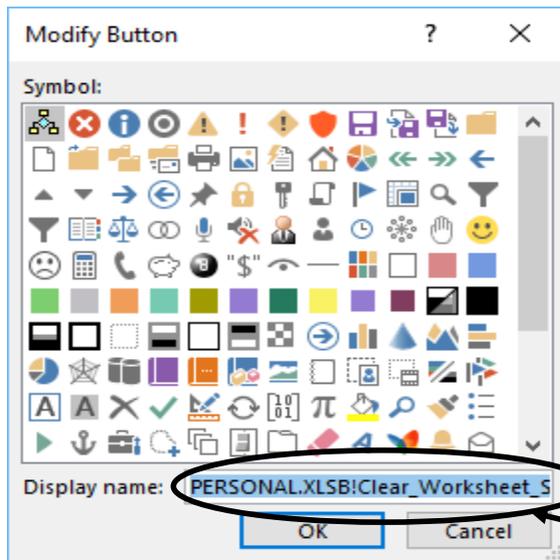


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2. The "Modify Button" dialogue box appears that will allow you to select a new/different icon and will allow you to change the name as presented in the Quick Access Toolbar.



3. Select a different icon from the "Symbol:" section.

4. In the "Display name:" section, after highlighting the entire name, you can change the name that will be presented when hovering your cursor over the icon in the QAT.

5. Once satisfied, click on the "OK" button.