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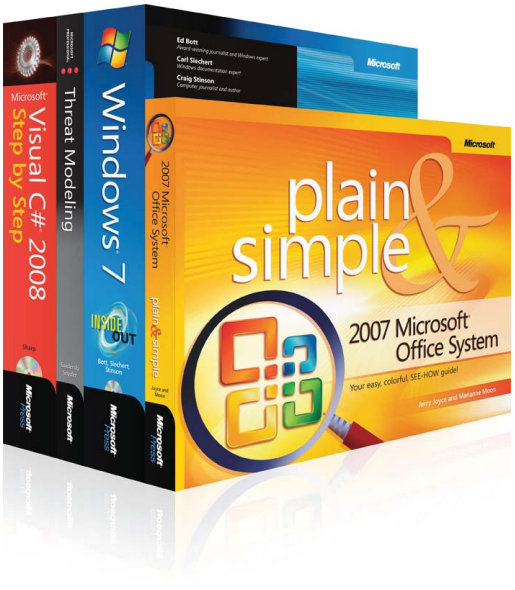
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1 Explore Office 2010

In this chapter, you will learn how to

- ✔ Work in the program environment.
- ✔ Change program settings.
- ✔ Customize the ribbon.
- ✔ Customize the Quick Access Toolbar.

Microsoft Office 2010 programs have a common user interface—the way the program looks and the way you interact with it—which means that skills and techniques you learn in one program are also useful in the others.

Certain information that you provide in one Office 2010 program is made available to other Office 2010 programs so that you don't have to provide it individually in each program. Other settings are specific to the program you're working in. The basic Office 2010 user interface includes a standard method of giving commands by using tools gathered on a dynamic toolbar, called the ribbon. Commands are represented by buttons, by lists or galleries from which you choose settings, or by fields in task panes and dialog boxes in which you specify settings. You can customize some of the content that is available from the ribbon by hiding sets of commands (tabs) or by creating custom tabs. You can also collect frequently used buttons, lists, and galleries on a separate toolbar, the Quick Access Toolbar, so that they are available to you from anywhere in the program.

Each program has standard settings based on the way that most people work with the program. However, you can customize the settings to meet your specific needs and to fit the way that you work.

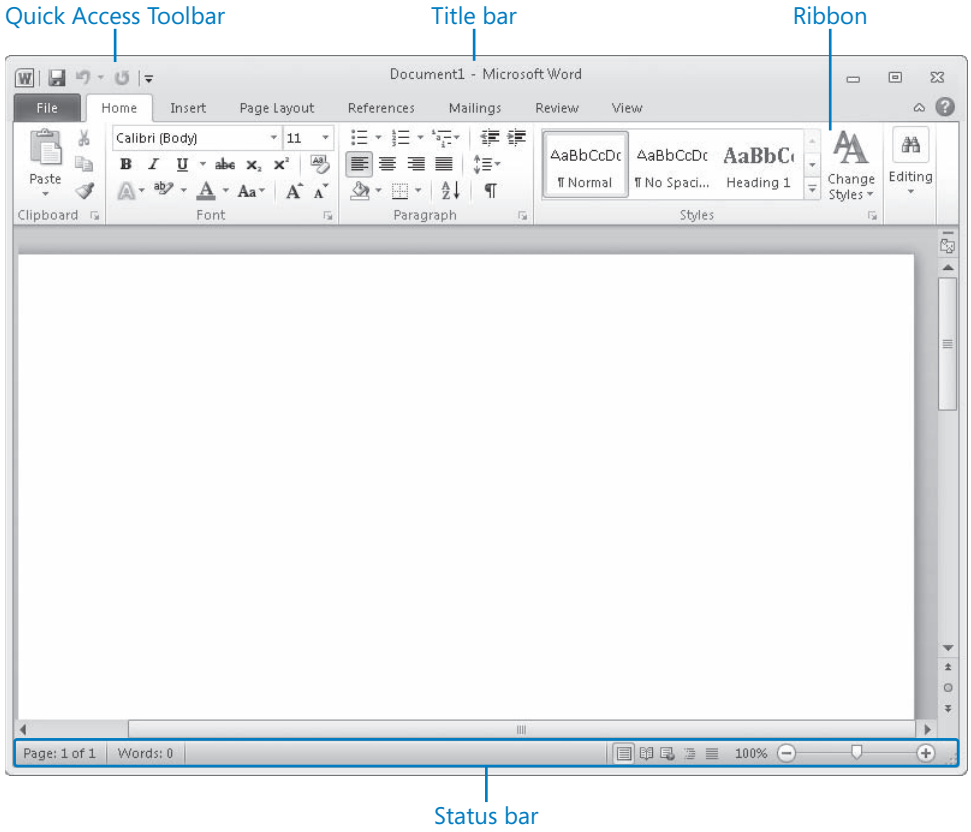
In this chapter, you'll first familiarize yourself with the standard Office 2010 program working environment. Then you'll customize the working environment, ribbon, and Quick Access Toolbar in Microsoft Word 2010, using techniques that are common to working in any Office 2010 program.

Practice Files You don't need any practice files to complete the exercises in this chapter. For more information about practice file requirements, see "Using the Practice Files" at the beginning of this book.

Working in the Program Environment

The most common way to start any Office 2010 program is from the Start menu, displayed when you click the Start button at the left end of the Windows Taskbar. On the Start menu, click All Programs, click the Microsoft Office folder, and then click the program you want to start.

When you start Microsoft Word, Excel, or PowerPoint without opening a specific file, the program window appears, displaying a new blank document, workbook, or presentation. When you start Microsoft OneNote without opening a specific notebook, the program window displays the notebook you opened most recently.

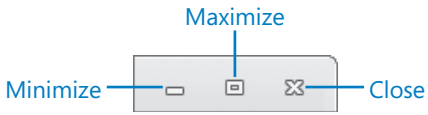


The Word 2010 program window.

See Also Windows 7 introduced many efficient new window-management techniques. For information about ways to work with a program window on a Windows 7 computer, refer to *Windows 7 Step by Step* by Joan Lambert Preppernau and Joyce Cox (Microsoft Press, 2009).

A typical Office 2010 program window contains the following elements:

- The title bar displays the name of the active document. At the left end of the title bar is the program icon, which you click to display commands to move, size, and close the program window. Three buttons at the right end of the title bar serve the same functions in all Windows programs: You can temporarily hide the program window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active document or exit the program by clicking the Close button.



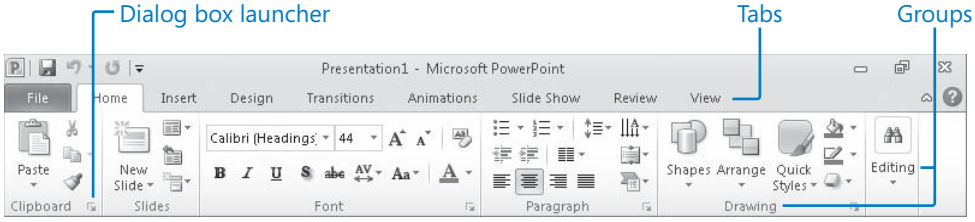
The default buttons on the Quick Access Toolbar in the Excel program window.

- By default, the Quick Access Toolbar appears to the right of the program icon at the left end of the title bar. Each program has a default set of Quick Access Toolbar buttons; most commonly, the default Quick Access Toolbar displays the Save, Undo, and Redo buttons. You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.



The default buttons on the Quick Access Toolbar in the Excel program window.

- Below the title bar is the ribbon. All the commands for working with file content are available from this central location so that you can work efficiently with the program.



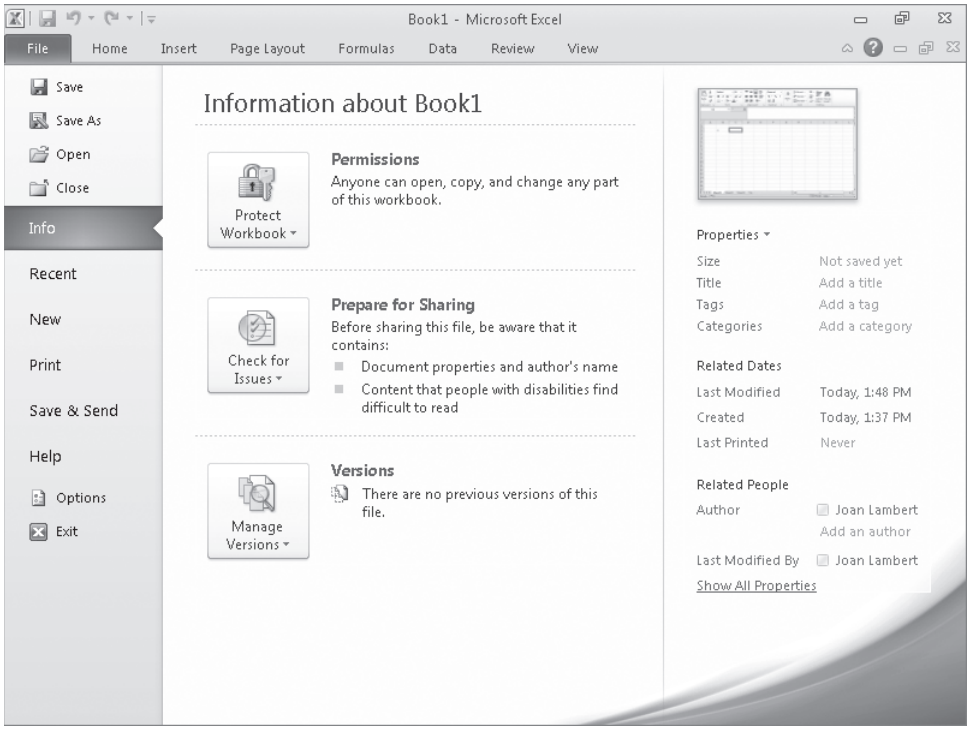
The ribbon in the PowerPoint program window.

See Also **The appearance of buttons and groups on the ribbon changes depending on the width of the program window. For information about changing the appearance of the ribbon to match our images, see "Modifying the Display of the Ribbon" at the beginning of this book.**

- Across the top of the ribbon is a set of tabs. Clicking a tab displays an associated set of commands.

  Tip You might find it efficient to add all the commands you use frequently to the Quick Access Toolbar and display it below the ribbon, directly above the workspace. For information, see "Customizing the Quick Access Toolbar" later in this chapter.

- Commands related to managing the program and files (rather than file content) are gathered together in the Backstage view, which you display by clicking the colored File tab located at the left end of the ribbon. Commands available in the Backstage view are organized on named pages, which you display by clicking the page tabs located in the left pane.

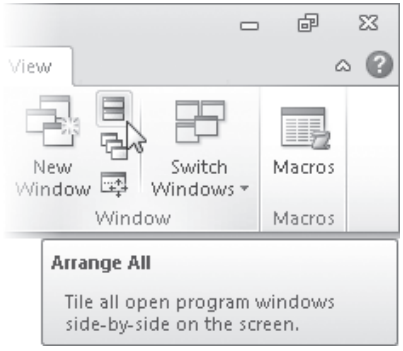


Clicking the File tab displays the Backstage view, where you can manage files and customize the program.

- Commands related to working with file content are represented as buttons on the remaining tabs. The Home tab is active by default.

Tip Don't be alarmed if your ribbon has tabs not shown in our screens. You might have installed programs that add their own tabs to the ribbon.

- On each tab, buttons are organized into named groups. Depending on your screen resolution and the size of the program window, the commands in a group might be displayed as labeled buttons, as unlabeled icons, or as one or more large buttons that you click to display the commands within the group. You might want to experiment with the screen resolution and width of the program window to understand their effect on the appearance of tab content.
- If a button label isn't visible, you can display the command, a description of its function, and its keyboard shortcut (if it has one) in a ScreenTip by pointing to the button.



ScreenTips can include the command name, description, and keyboard shortcut.

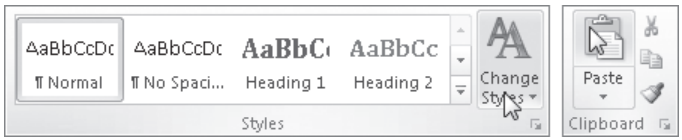
Tip You can control the display of ScreenTips and of feature descriptions in ScreenTips. Simply display the Backstage view, click Options to open the program's Options dialog box, and click the ScreenTip setting you want in the User Interface Options area of the General page. For more information, see "Changing Program Settings" later in this chapter.

- Related but less common commands might be available in a dialog box or task pane, which you display by clicking the dialog box launcher located in the lower-right corner of the group.



Tip You might find that less commonly used commands from earlier versions of a program are not available from the ribbon. However, these commands are still available. You can make missing commands accessible by adding them to the Quick Access Toolbar. For more information, see "Customizing the Quick Access Toolbar" later in this chapter.

- Some buttons include an integrated or separate arrow. To determine whether a button and arrow are integrated, point to the button or arrow to display its border. If a button and its arrow are integrated within one border, clicking the button will display options for refining the action of the button. If the button and arrow have separate borders, clicking the button will carry out the default action indicated by the button's current icon. You can change the default action of the button by clicking the arrow and then clicking the action you want.



The arrow of the Change Styles button is integrated, and the arrow of the Paste button is separate.



- Above the right end of the ribbon is the Minimize The Ribbon button. Clicking this button hides the commands but leaves the tab names visible. You can then click any tab name to temporarily display its commands. Clicking anywhere other than the ribbon hides the commands again. When the full ribbon is temporarily visible, you can click the button at its right end, shaped like a pushpin, to make the display permanent. When the full ribbon is hidden, you can click the Expand The Ribbon button to redisplay it.



Keyboard Shortcut Press Ctrl+F1 to minimize or expand the ribbon.

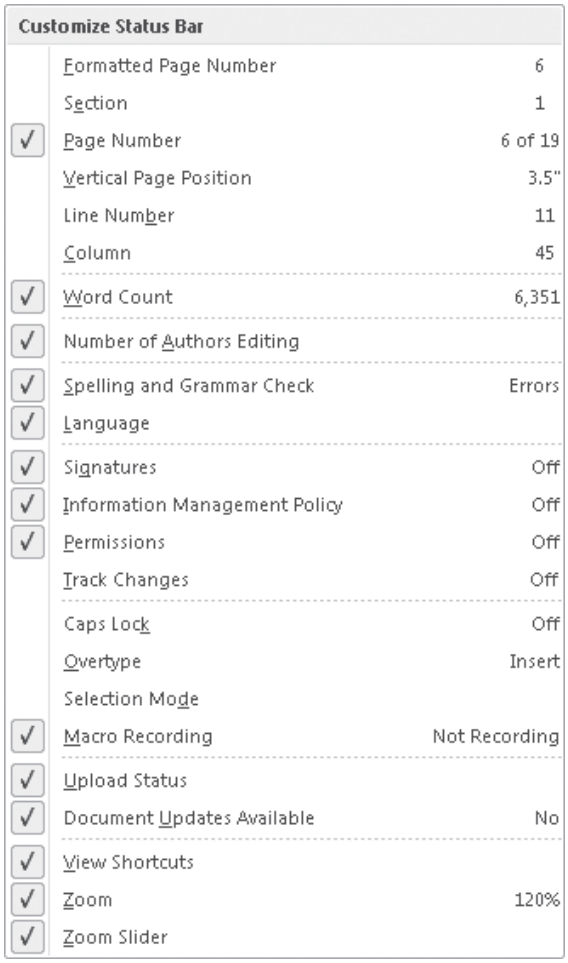


- Clicking the Help button at the right end of the ribbon displays the program-specific Help window in which you can use standard techniques to find information.

Keyboard Shortcut Press F1 to display the Help window for the active program.

See Also For information about the Help system, see "Getting Help" at the beginning of this book.

- Across the bottom of the program window, the status bar displays information about the current file and provides access to certain program functions. You can control the contents of the status bar by right-clicking it to display the Customize Status Bar menu, on which you can click any item to display or hide it.



You can specify which items you want to display on the status bar.

- At the right end of the status bar in the Word, Excel, and PowerPoint program windows are the View Shortcuts toolbar, the Zoom button, and the Zoom slider. These tools provide you with convenient methods for adjusting the display of file content.

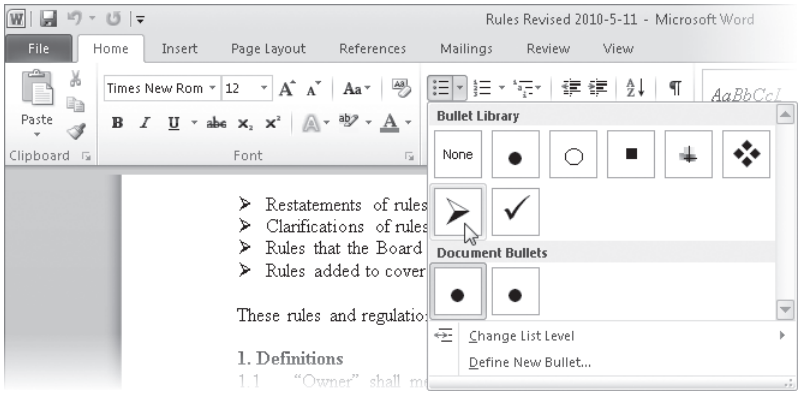


You can change the file content view by clicking buttons on the View Shortcuts toolbar and change the magnification by clicking the Zoom button or adjusting the Zoom slider.

See Also For information about changing the file content view, see "Viewing Files in Different Ways" in Chapter 2, "Work with Files."

The goal of all these features of the program environment is to make working in the program as intuitive as possible. Commands for tasks you perform often are readily available, and even those you might use infrequently are easy to find.

For example, when a formatting option has several choices available, they are often displayed in a gallery of thumbnails. These thumbnails display visual representations of each choice. If you point to a thumbnail in a gallery, the Live Preview feature shows you what that choice will look like if you apply it to the selected content.



Live Preview shows the effect on the selected content of clicking the option you are pointing to.

In this exercise, you'll start Word and explore the tabs and groups on the ribbon. Along the way, you'll work with galleries and the Live Preview feature.

SET UP You don't need any practice files to complete this exercise; just follow the steps.

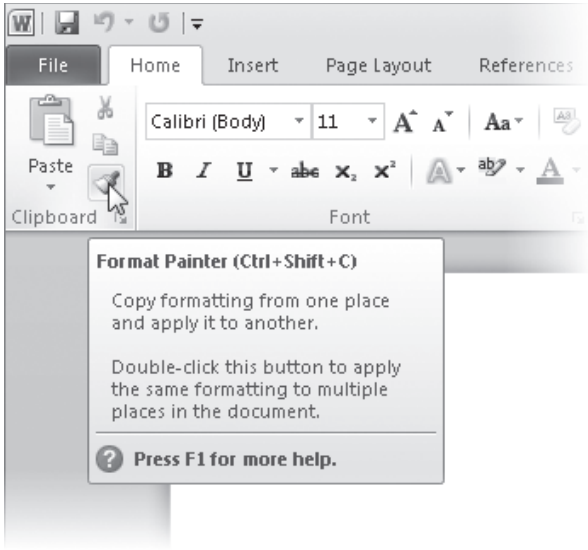
1. On the **Start** menu, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Word 2010**.

   Tip If this is the first time you've started an Office 2010 program, Office prompts you to enter your full name and initials. Office 2010 programs use this information when tracking changes, responding to messages, and so on. Next, Office prompts you to select the type of information you want to share over the Internet, and offers the option of signing up for automatic program updates from the Microsoft Update service. None of these options place you at risk, and all can be quite useful.

   The Word program window opens in Print Layout view, displaying a blank document. On the ribbon, the Home tab is active. Buttons related to working with document content are organized on this tab in five groups: Clipboard, Font, Paragraph, Styles, and Editing.

2. Point to each button on the **Home** tab.

   Word displays information about the button in a ScreenTip.

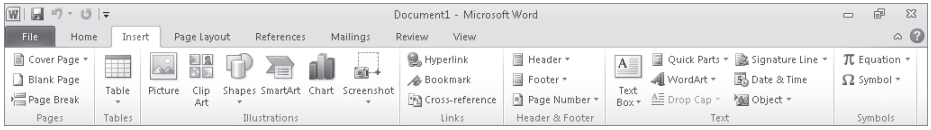


The ScreenTip for the Format Painter button displays the button's name, keyboard shortcut, and function.

Tip A button representing a command that cannot be performed on the selected file content is inactive (gray), but pointing to it still displays its ScreenTip.

3. Click the **Insert** tab, and then explore its buttons.

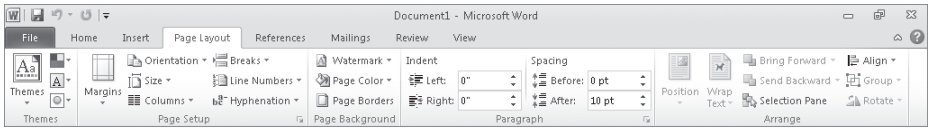
   Buttons related to all the items you can insert into the document are organized on this tab in seven groups: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols.



The Insert tab of the ribbon.

4. Click the **Page Layout** tab, and then explore its buttons.

   Buttons related to the appearance of the document are organized on this tab in five groups: Themes, Page Setup, Page Background, Paragraph, and Arrange.



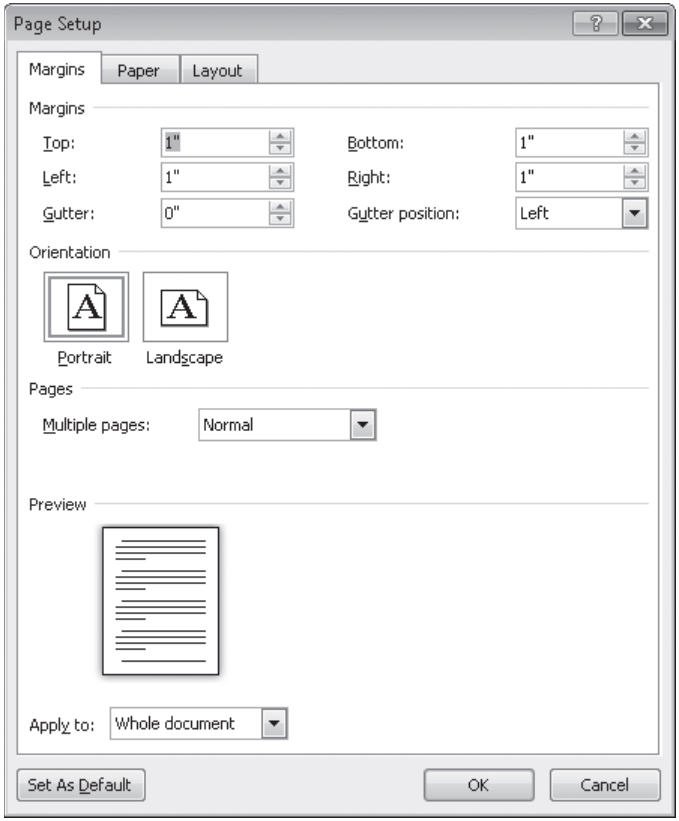
The Page Layout tab of the ribbon.

5. In the **Page Setup** group, display the ScreenTip for the **Margins** button.

   The ScreenTip tells you how you can adjust the margins.

6. In the lower-right corner of the **Page Setup** group, click the **Page Setup** dialog box launcher.

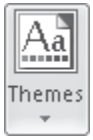
   The Page Setup dialog box opens.



In the Page Setup dialog box, you can specify several page layout options in one location.

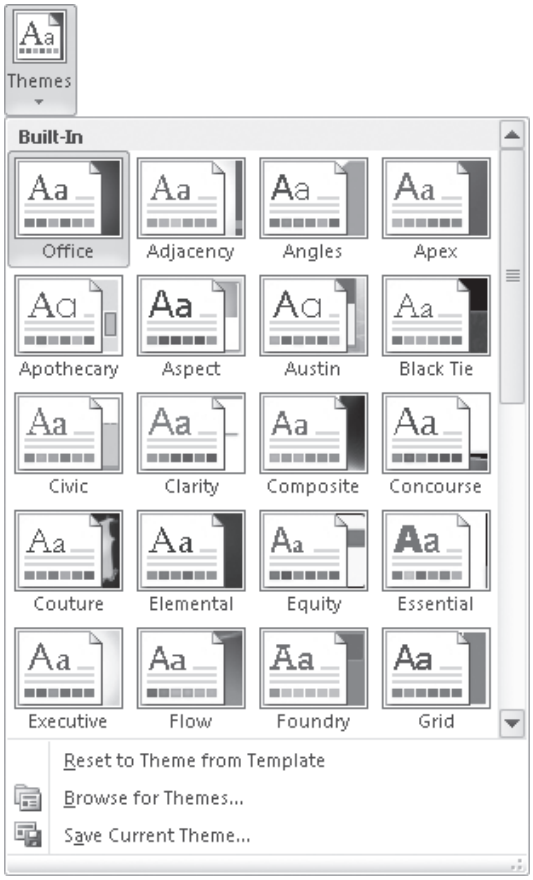
   Notice that you can preview the results of your changes before applying them.

7. Click **Cancel** to close the dialog box.



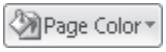
8. In the **Themes** group, click the **Themes** button.

   The group expands to display a gallery of the available themes.



The theme controls the color scheme, fonts, and special effects applied to file content.

9. Press the Esc key to close the gallery without making a selection.



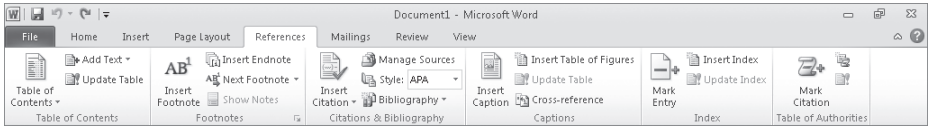
10. In the **Page Background** group, click the **Page Color** button, and then in the top row of the **Theme Colors** palette, point to each box in turn.

    The blank document page shows a live preview of what it will look like if you click the color you are pointing to. You can see the effect of the selection without actually applying it.

11. Press Esc to close the palette without making a selection.

12. Click the **References** tab, and then explore its buttons.

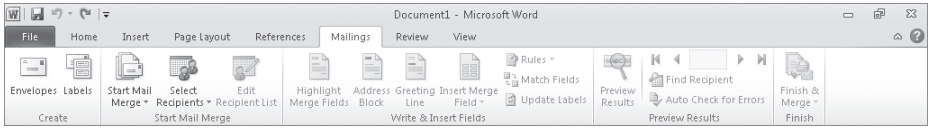
    Buttons related to items you can add to documents are organized on this tab in six groups: Table Of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table Of Authorities. You will usually add these items to longer documents, such as reports.



The References tab of the ribbon.

13. Click the **Mailings** tab, and then explore its buttons.

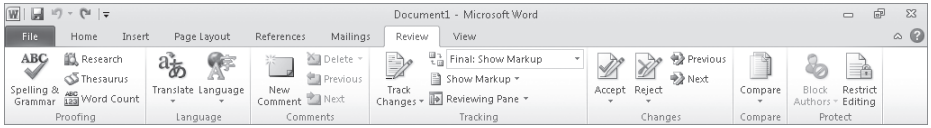
    Buttons related to creating mass mailings are organized on this tab in five groups: Create, Start Mail Merge, Write & Insert Fields, Preview Results, and Finish.



The Mailings tab of the ribbon.

14. Click the **Review** tab, and then explore its buttons.

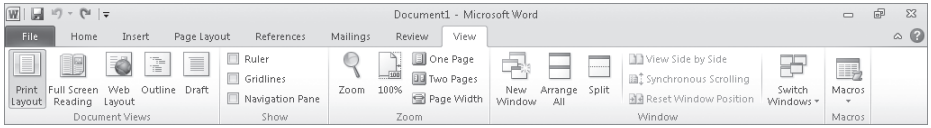
    Buttons related to proofreading documents, working in other languages, adding comments, tracking and resolving document changes, and protecting documents are organized on this tab in seven groups: Proofing, Language, Comments, Tracking, Changes, Compare, and Protect.



The Review tab of the ribbon.

15. Click the **View** tab, and then explore its buttons.

    Buttons related to changing the view and other aspects of the display are organized on this tab in five groups: Document Views, Show, Zoom, Window, and Macros.



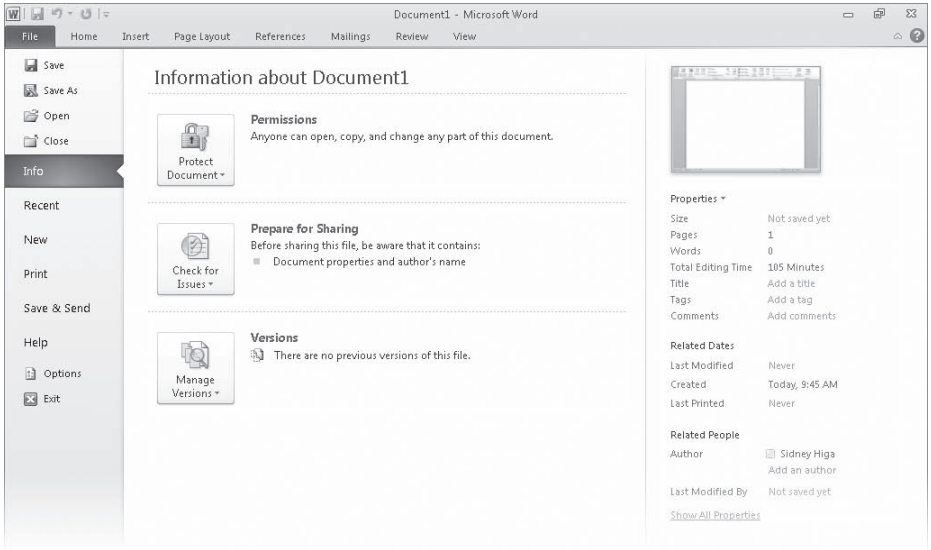
The View tab of the ribbon.

16. On the ribbon, click the **File** tab, which is color-coded to match the logo color of the Word program.

    The Backstage view of Word 2010 is displayed. Commands related to managing documents (such as creating, saving, and printing) are available in this view.

17. If the **Info** page is not already displayed in the Backstage view, click **Info** in the left pane.

    On the Info page of the Backstage view, the middle pane provides options to control who can work on the document, to remove properties (associated information), and to access versions of the document automatically saved by Word. The right pane displays the associated properties, as well as dates of modification, creation, and printing, and the names of people who created and edited the document.



The Info page displays and provides commands for changing the information attached to a document.

See Also For information about working with properties, see "Preparing Documents for Electronic Distribution" in Chapter 7, "Preview, Print, and Distribute Documents."

18. In the left pane, click **Recent**.

    The Recent page displays the names of the documents you recently worked on. By default a maximum of 20 names is displayed. You can change this number on the Advanced page of the Word Options dialog box.

    See Also For information about the Options dialog box, see "Changing Program Settings" later in this chapter.

19. In the left pane, click **New**.

    The New page displays all the templates on which you can base a new document.

    See Also For information about creating documents, see "Creating and Saving Files" in Chapter 2, "Work with Files."

20. In the left pane, click **Print**.

    The Print page displays all print-related commands and provides a pane for previewing the current document as it will appear when printed.

    See Also For information about printing, see Chapter 7, "Preview, Print, and Distribute Documents."

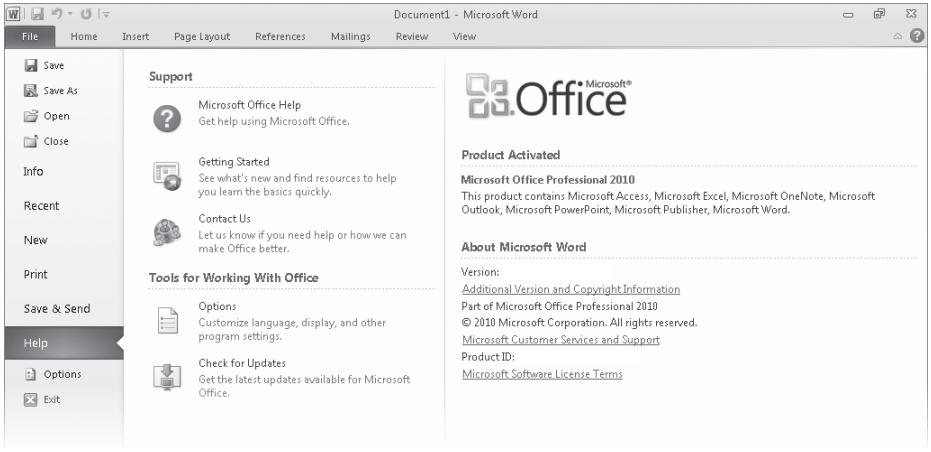
21. In the left pane, click **Share**.

    The Share page displays all the commands related to making the current document available to other people.

    See Also For information about working with shared documents, refer to *Microsoft Word 2010 Step by Step* by Joyce Cox and Joan Lambert (Microsoft Press, 2010).

22. In the left pane, click **Help**.

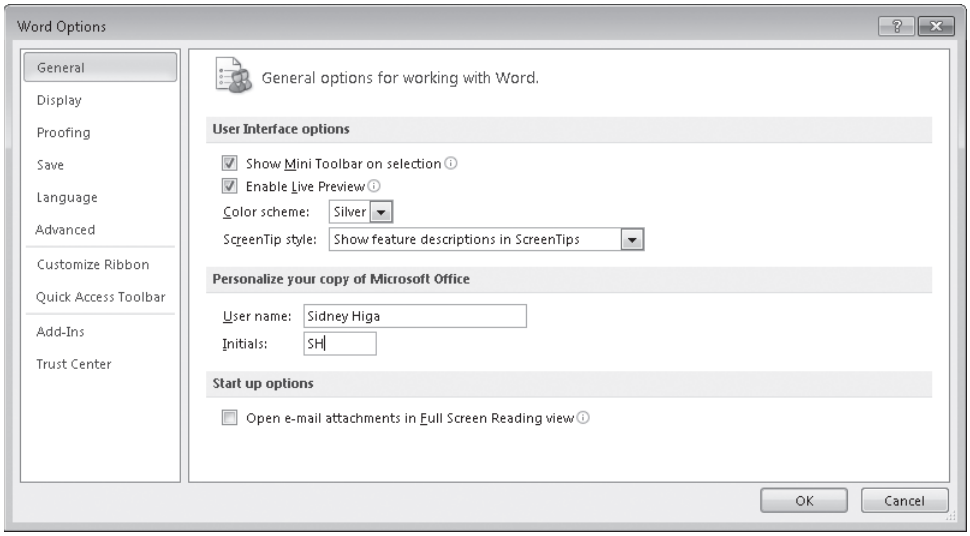
    The Help page displays all the ways you can get help and support for Word.



The right pane of the Help page displays your Office edition, its version number, and your product ID, which you will need if you contact Microsoft Product Support.

23. On the **Help** page, under **Tools for Working With Office**, click **Options**.

    The Word Options dialog box opens. In this dialog box are program settings that control the way the program looks and performs.



You can also display this dialog box by clicking Options in the left pane of the Backstage view.

See Also For information about the Options dialog box, see the next section, "Changing Program Settings."

24. At the bottom of the **Word Options** dialog box, click **Cancel**.

    You return to the blank document with the Home tab active on the ribbon.

CLEAN UP Leave the blank document open if you're continuing directly to the next exercise.

Changing Program Settings

Earlier in this chapter, we mentioned that you can change settings in the Options dialog box for each program to customize the program environment in various ways. After you work with a program for a while, you might want to refine more settings to tailor the program to the way you work. Knowing your way around the Options dialog box makes the customizing process more efficient.

In this exercise, you'll open the Word Options dialog box and explore several of the available pages.

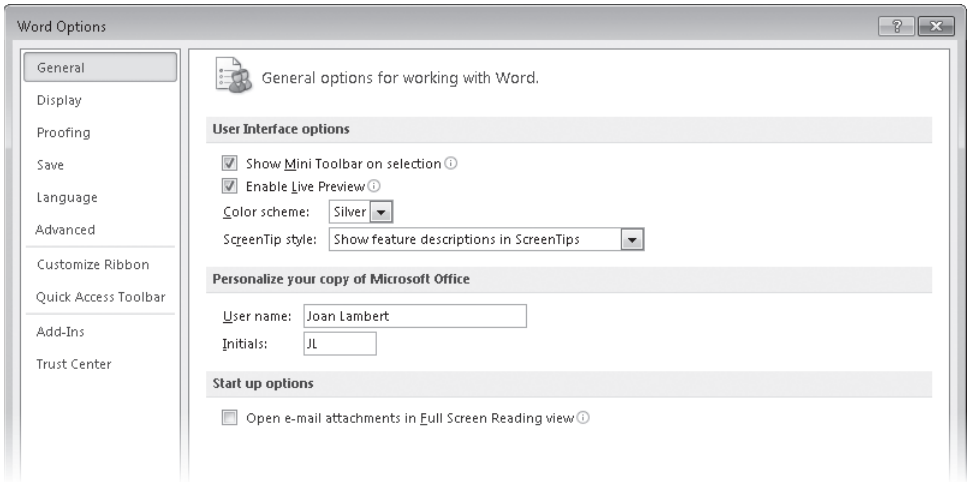
SET UP You don't need any practice files to complete this exercise. Open a blank document if necessary, and then follow the steps.

1. On the **Home** tab, in the **Font** group, point to the **Bold** button.

   Word displays a ScreenTip that includes the button name, its keyboard shortcut, and a description of its purpose.

2. Display the Backstage view, and click **Options**.

   The Word Options dialog box opens, displaying the General page.



The General page of the Word Options dialog box.

If you prefer not to see the Mini Toolbar when you select text, you can disable that feature by clearing the Show Mini Toolbar On Selection check box. Similarly, you can disable the live preview of styles and formatting by clearing the Enable Live Preview check box.

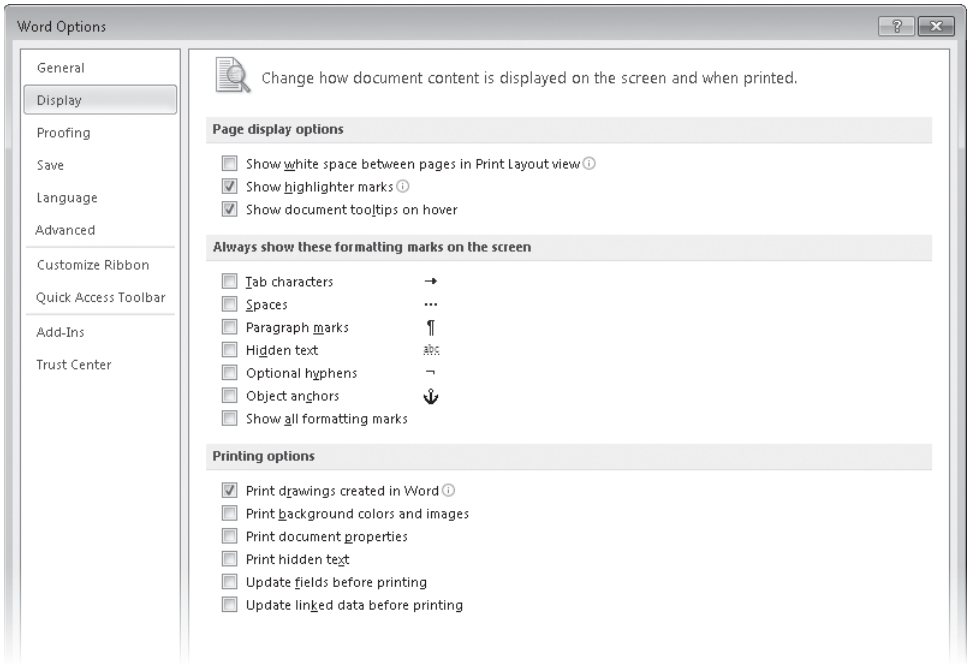
3. Under **User Interface options**, display the **Color scheme** list, and click **Black**.

4. Display the **ScreenTip style** list, and click **Don't show feature descriptions in ScreenTips**.
5. Under **Personalize your copy of Microsoft Office**, verify that the **User Name** and **Initials** are correct, or change them to the way you want them to appear.
6. Click **OK** to close the **Word Options** dialog box.

   The program window elements are now black and shades of gray.
7. In the **Font** group, point to the **Bold** button.

   The ScreenTip now includes only the button name and its keyboard shortcut.
8. Open the **Word Options** dialog box, and in the left pane, click **Display**.

   On this page, you can adjust how documents look on the screen and when printed.

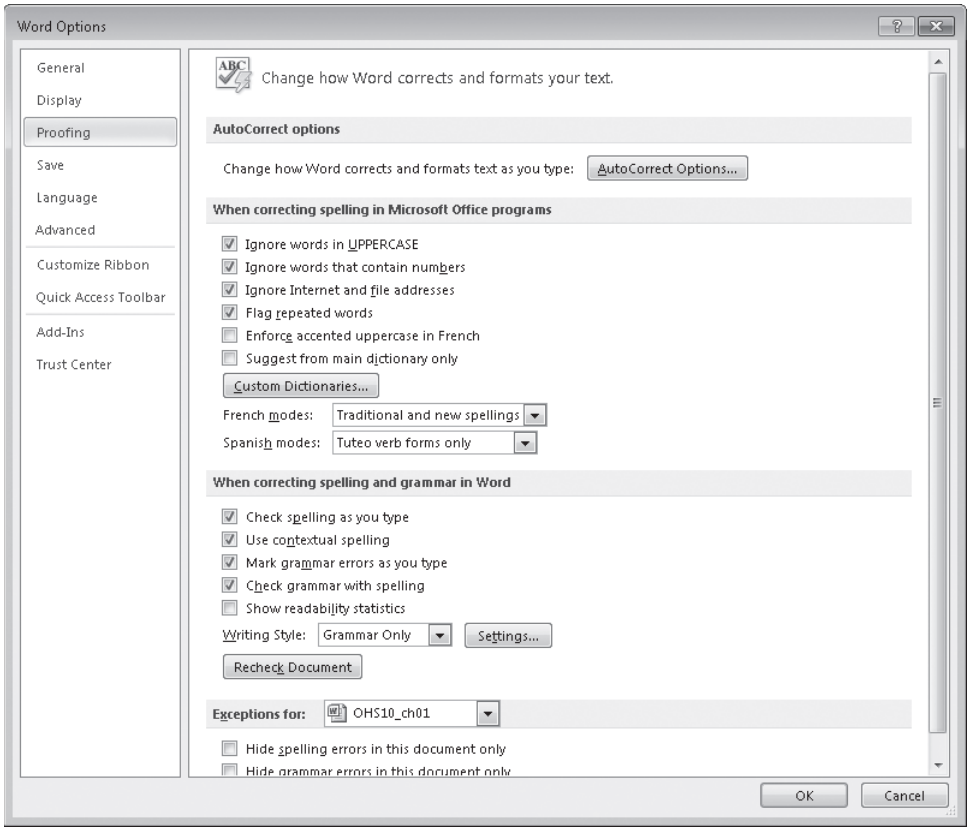


The Display page of the Word Options dialog box.

9. In the left pane, click **Proofing**.

   This page provides options for adjusting the AutoCorrect settings and for refining the spelling-checking and grammar-checking processes.

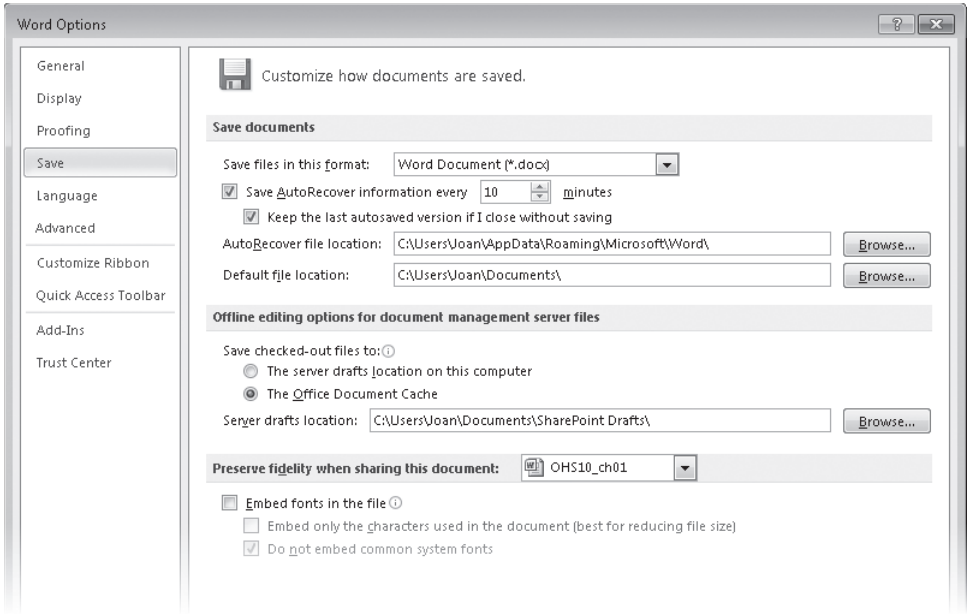
   See Also For information about AutoCorrect and checking spelling, see "Correcting Spelling and Grammatical Errors" in Chapter 3, "Edit and Proofread Text."



The Proofing page of the Word Options dialog box.

10. Display the **Save** page.

    On this page, you can change the default document format; the location and save frequency of the AutoRecover file (a backup file created by Word while you're working in the file); the default location to which Word saves files you create; and the default location for files you check out from document management servers (such as Microsoft SharePoint) and drafts of those files saved while you are working offline.



The Save page of the Word Options dialog box.

The Save page also has options for specifying whether you want the fonts used within the current document to be embedded in the document, in the event that someone who opens the document doesn't have those fonts on his or her computer.

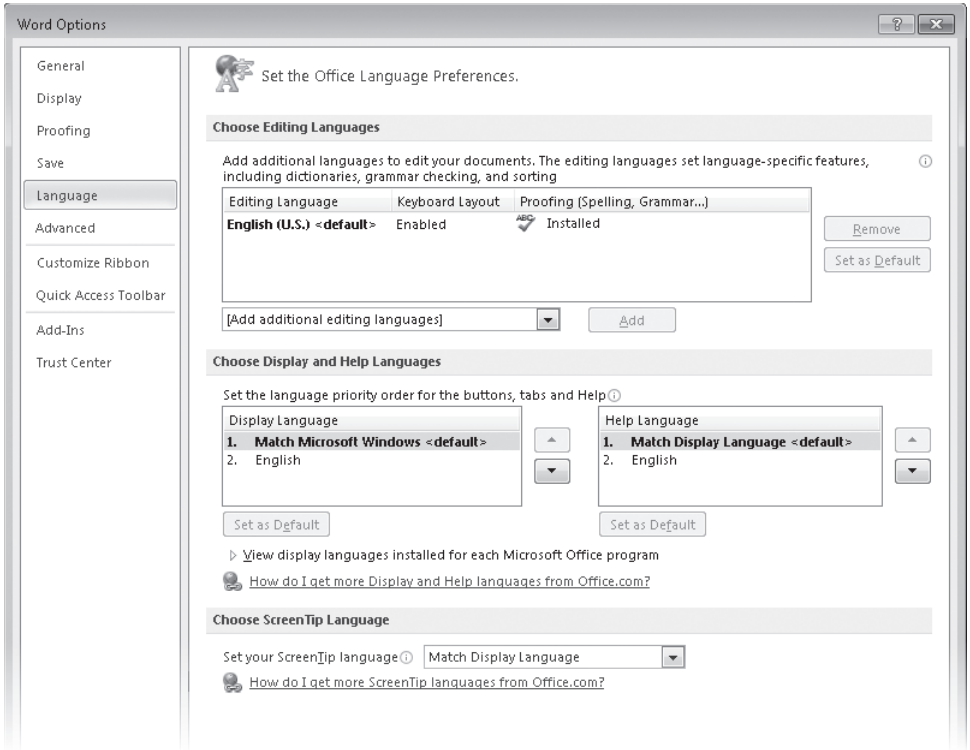
11. Under **Save documents**, display the **Save files in this format** list.

    Notice the many formats in which you can save files. One of these is the Word 97-2003 Document format that creates .doc files compatible with earlier versions of Word. If you upgraded to Word 2010 but your colleagues are still working in an earlier version of the program, you might want to select this option so that they will be able to view and work with any document you create.

    Tip If you want to save just one document in a format that is compatible with earlier versions of the program, you can click Word 97-2003 in the Save As Type list of the Save As dialog box.

12. Click away from the list to close it, and then display the **Language** page.

    If you create documents for international audiences, you can make additional editing languages available on this page. You can also specify the display, Help, and ScreenTip languages.

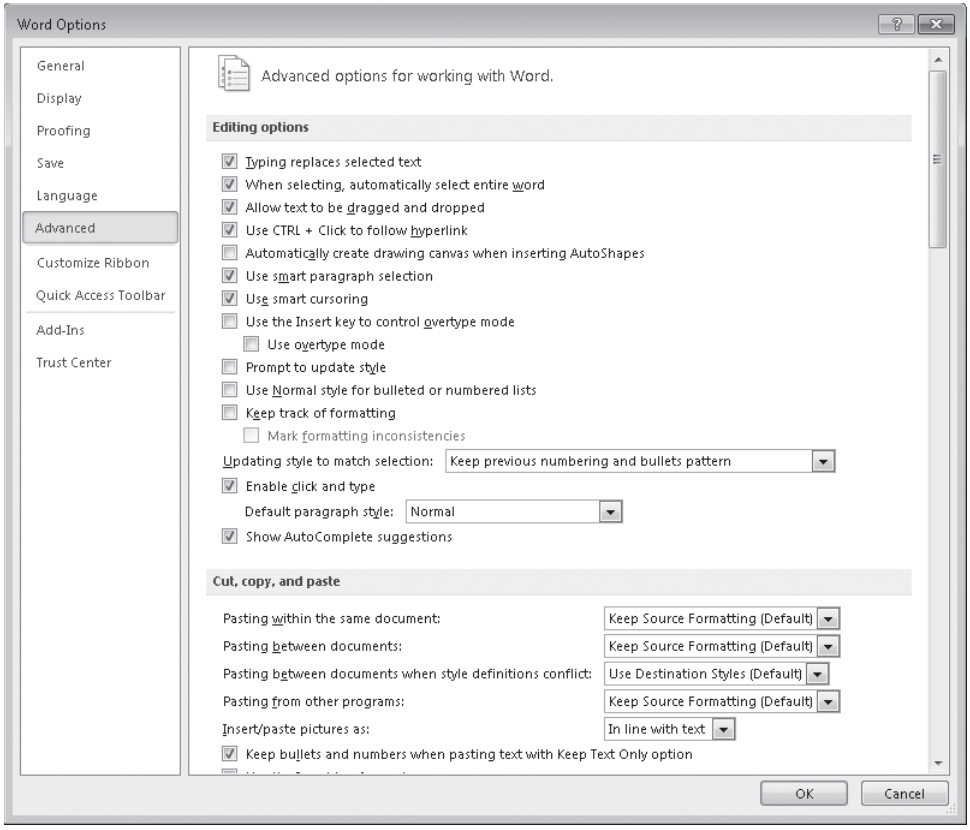


The Language page of the Word Options dialog box.

13. Display the **Advanced** page.

This page includes options related to editing document content; displaying documents on-screen; printing, saving, and sharing documents; and a variety of other options. Although these options are labeled *Advanced*, they are the ones you're most likely to want to adjust to suit the way you work.

See Also For information about advanced Word 2010 options that aren't discussed in this book, refer to *Microsoft Word 2010 Step by Step* by Joyce Cox and Joan Lambert (Microsoft Press, 2010).



The Advanced page of the Word Options dialog box.

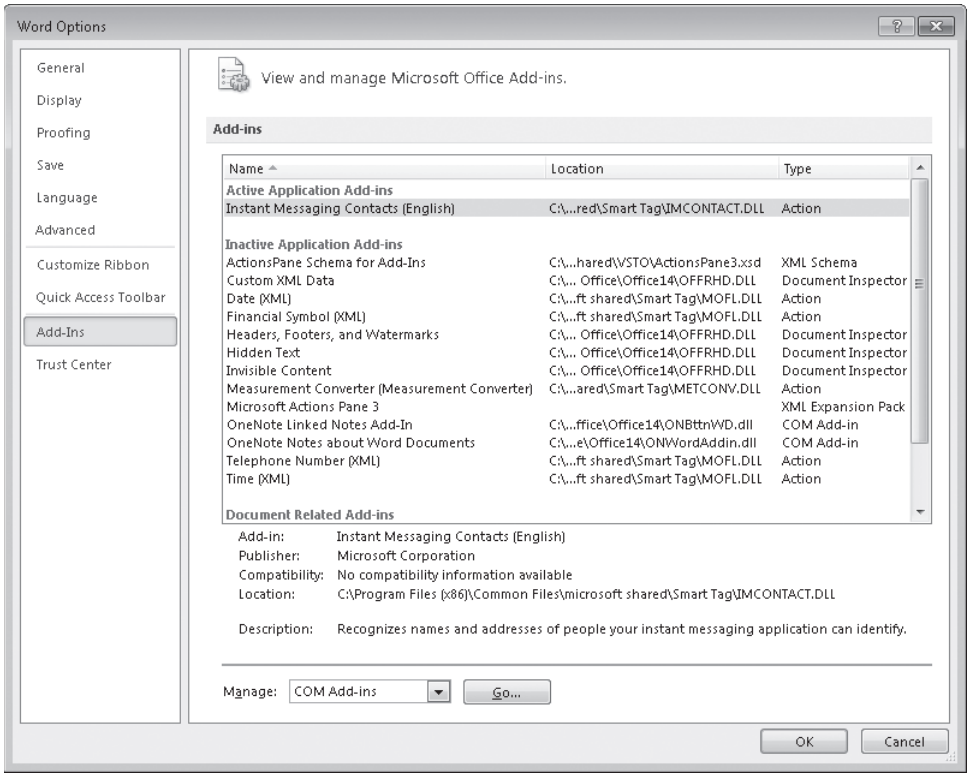
14. Take a few minutes to explore all the options on this page.

In the General area at the bottom of the page are two buttons:

- **File Locations** You click this button to change the default locations of various types of files associated with Word and its documents.
- **Web Options** You click this button to adjust settings for converting a document to a Web page.

15. Skipping over the Customize Ribbon and Quick Access Toolbar pages, which we discuss in later topics in this chapter, click **Add-Ins**.

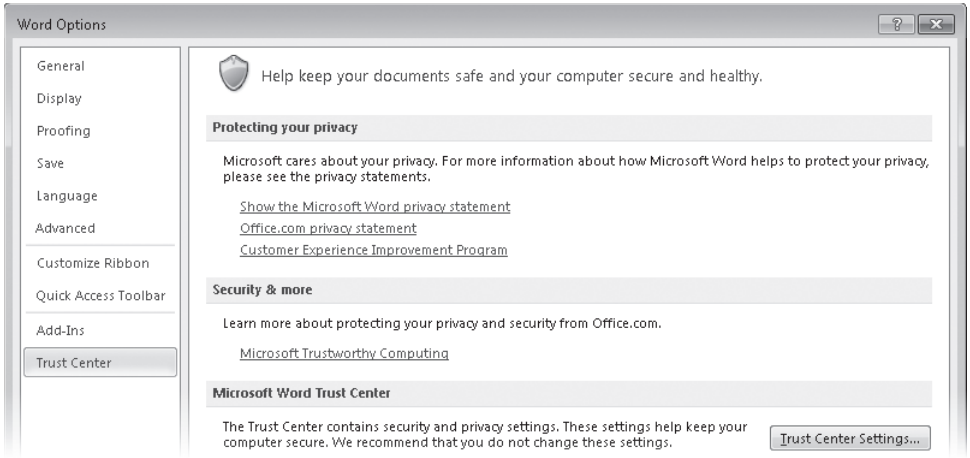
    This page displays all the active and inactive add-ins and enables you to add and remove them. (Add-ins are utility programs that provide additional functionality to an Office program.)



The Add-Ins page of the Word Options dialog box.

16. Display the **Trust Center** page.

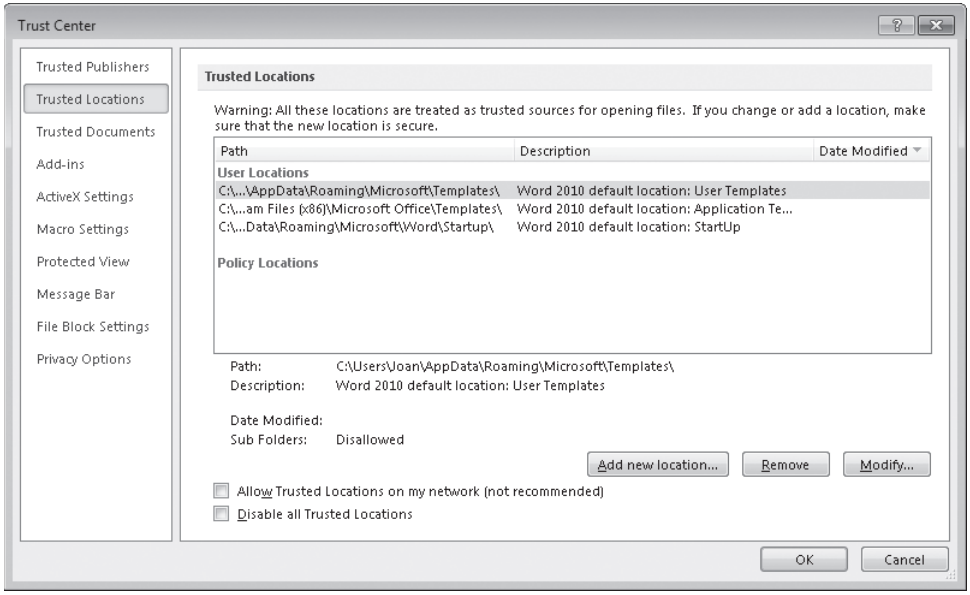
    This page provides links to information about privacy and security. It also provides access to the Trust Center settings that control the actions Word takes in response to documents that are provided by certain people or companies, that are saved in certain locations, or that contain potentially harmful elements such as ActiveX controls or macros.



The Trust Center page of the Word Options dialog box.

17. Under **Microsoft Office Word Trust Center**, click **Trust Center Settings**, and then in the left pane of the **Trust Center** dialog box, click **Trusted Locations**.

    On this page, you can specify the locations from which Word will not block content.



The Trusted Locations page of the Trust Center dialog box.

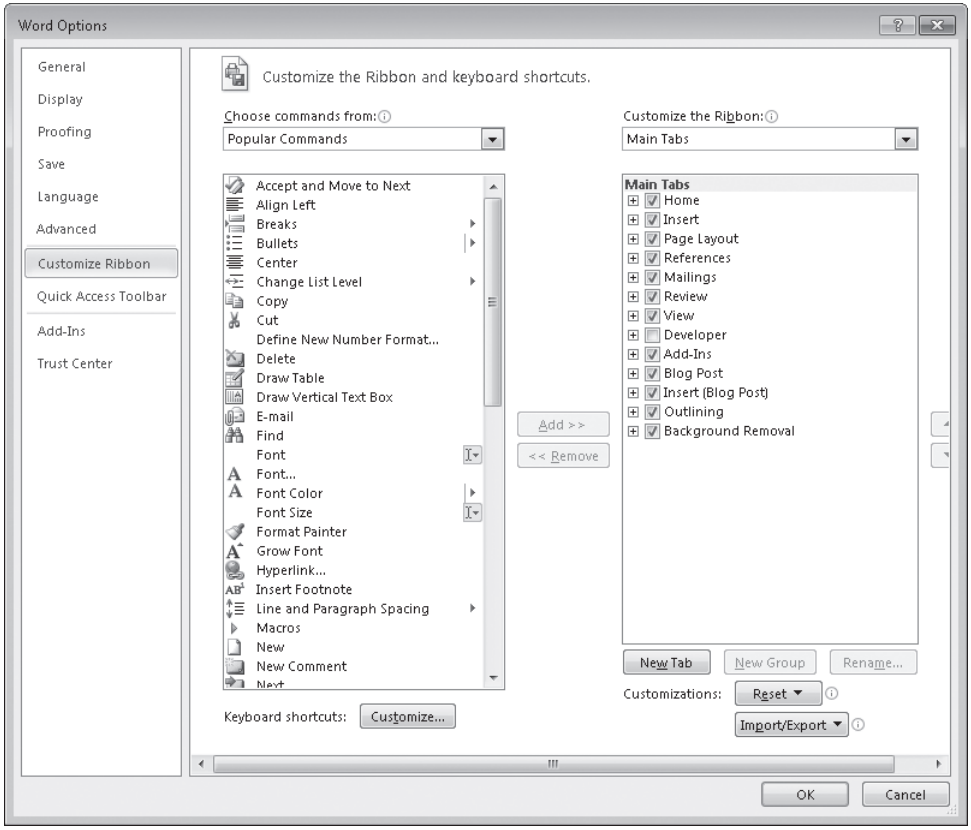
CLEAN UP Close the Trust Center dialog box. Reverse any changes you don't want to keep before moving on. Then close the Word Options dialog box. Leave the blank document open if you're continuing directly to the next exercise.

Customizing the Ribbon

The ribbon was designed to make all the commonly used commands visible so that people can more easily discover the full potential of an Office 2010 program. But many people use an Office program to perform the same set of tasks all the time, and for them, seeing buttons (or even entire groups of buttons) that they never use is just another form of clutter.

See Also For information about minimizing and expanding the ribbon, see "Customizing the Quick Access Toolbar" later in this chapter.

Would you prefer to see fewer commands than appear on the ribbon by default? Or would you prefer to see more specialized groups of commands? Well, you can. From the Customize Ribbon page of an Office 2010 program's Options dialog box, you can control the tabs that appear on the ribbon, and the groups that appear on the tabs.



The Customize Ribbon page of the Word Options dialog box.

On this page, you can customize the ribbon in the following ways:

- If you rarely use a tab, you can turn it off.
- If you use the commands in only a few groups on each tab, you can remove the groups you don't use. (The group is not removed from the program, just from its tab.)
- You can move a predefined group by removing it from one tab and then adding it to another.
- You can duplicate a predefined group by adding it to another tab.
- You can create a custom group on any tab and then add commands to it. (You cannot add commands to a predefined group.)
- You can create a custom tab on the ribbon. For example, you might want to do this if you use only a few commands from each tab and you find it inefficient to flip between them.

Don't be afraid to experiment with the ribbon to come up with the configuration that best suits the way you work. If at any point you find that your new ribbon is harder to work with rather than easier, you can always reset everything back to the default configuration.

Tip If you upgraded from Office 2007 or an earlier version of Office, you might find that some commands present in the earlier version are not available on the ribbon. A few old features have been abandoned, but others that people used only rarely have simply not been exposed in the user interface. If you want to use one of these hidden features, you can make it a part of your program environment by adding it to the ribbon or to the Quick Access Toolbar. You can find a list of all the commands that do not appear on the ribbon but are still available in a program by displaying the Customize Ribbon page of the program's Options dialog box and then clicking Commands Not In The Ribbon in the Choose Commands From list.

In this exercise, you'll customize the ribbon in the Word program window by using techniques that are common to all Office 2010 programs. You'll turn off tabs, remove groups, create a custom group, and add a command to the group. Then you'll create a tab and move groups of buttons to it. Finally, you'll reset the ribbon to its default state.



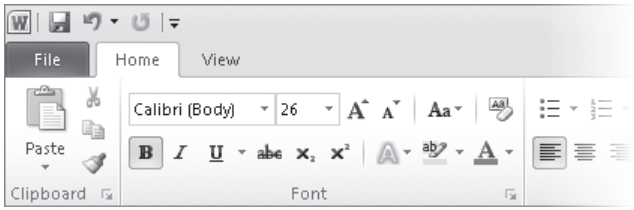
SET UP You don't need any practice files to complete this exercise. Open a blank document if necessary, and then follow the steps.

1. Open the **Word Options** dialog box, and then click **Customize Ribbon**.

   The Customize Ribbon page is displayed.

2. In the list on the right, clear the check boxes of the **Insert**, **Page Layout**, **References**, **Mailings**, and **Review** tabs. Then click **OK**.

   The ribbon now displays only the File, Home, and View tabs.



The only tab you can't customize is the File tab, which is your link to the Backstage view.

3. Redisplay the **Customize Ribbon** page of the **Word Options** dialog box, and in the right pane, select the **Page Layout** check box. Then click the plus sign to display the groups on this tab.

4. Above the left pane, click **Choose commands from** and then, in the list, click **Main Tabs**. In the **Main Tabs** list, click the plus sign adjacent to **Page Layout** to display the groups that are predefined for this tab.

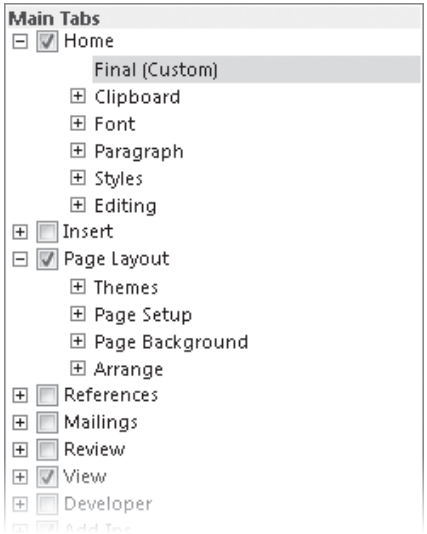
5. In the right pane, click the **Paragraph** group, and then click **Remove**.

   The group is removed from the Page Layout tab on the ribbon (the list on the right) but is still available in the list on the left. You can add it back to the Page Layout tab or add it to a different tab at any time.

6. In the right pane, click the plus sign adjacent to **Home** to display its groups, and then click the word **Home**.

7. Below the right pane, click **New Group**. When the **New Group (Custom)** group is added to the bottom of the Home group list, click **Rename**, type **Final** in the **Display name** box, and click **OK**. Then click the **Move Up** button until the **Final** group is at the top of the list.

   Because of its location in the list, the new group will appear at the left end of the Home tab.



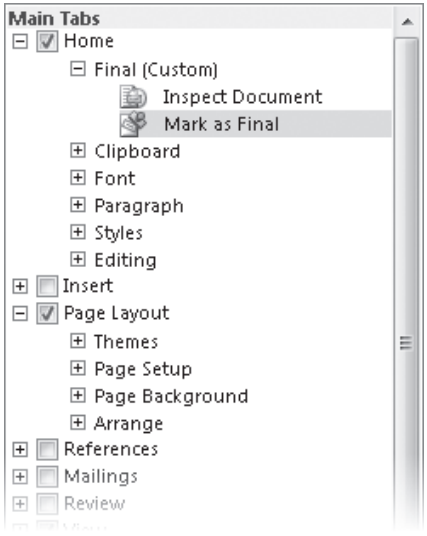
You have created a custom group on the Home tab.

8. In the **Choose commands from** list, click **File Tab**.

   The available commands list changes to include only the commands that are available in the Backstage view, which you display by clicking the File tab.

9. In the available commands list, click **Inspect Document**, and click **Add**. Then repeat this step to add **Mark as Final**.

   The two commands are added to the custom group.

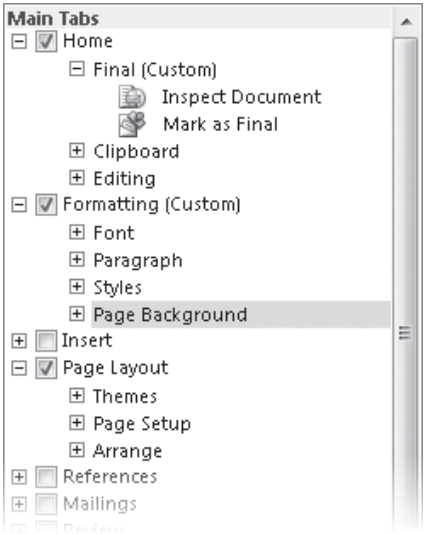


You can add commands to a custom group but not to a predefined group.

10. In the right pane, remove the **Font**, **Paragraph**, and **Styles** groups from the **Home** tab, and remove the **Page Background** group from the **Page Layout** tab.
11. Click the word **Home**, and then below the list, click **New Tab**.

    A new tab is added to the right pane and is selected for display on the ribbon. It has automatically been given one custom group.
12. Click **Remove** to remove the custom group.
13. Click **New Tab (Custom)**, and then click **Rename**. In the **Rename** dialog box, type **Formatting** in the **Display name** box, and click **OK**.
14. Display **Main Tabs** in the list on the left, and then expand the **Home** and **Page Layout** tabs.
15. With the **Formatting** tab selected in the right pane, add the **Font**, **Paragraph**, and **Styles** groups from **Home** in the left pane, and then add **Page Background** from **Page Layout**.

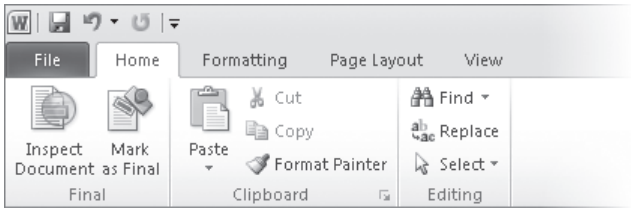
    The right pane shows the new configuration of the Home, Formatting, and Page Layout tabs.



You have moved groups from the Home and Page Layout tabs to a new Formatting tab.

16. In the **Word Options** dialog box, click **OK**.

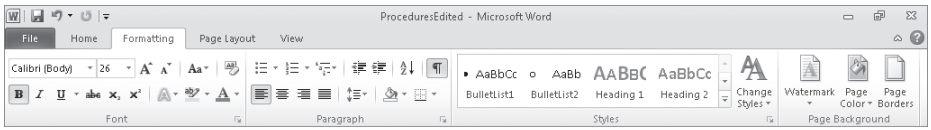
    The Home tab displays the new Final group.



The custom Home tab.

17. Click the **Formatting** tab.

    The formatting commands are now collected on the Formatting tab.



The custom Formatting tab.

18. Display the **Customize Ribbon** page of the **Word Options** dialog box. In the lower-right corner, click **Reset**, and then click **Reset all customizations**. Then in the message box asking you to confirm that you want to delete all ribbon and Quick Access Toolbar customizations, click **Yes**.

19. Click **OK** to close the **Word Options** dialog box.

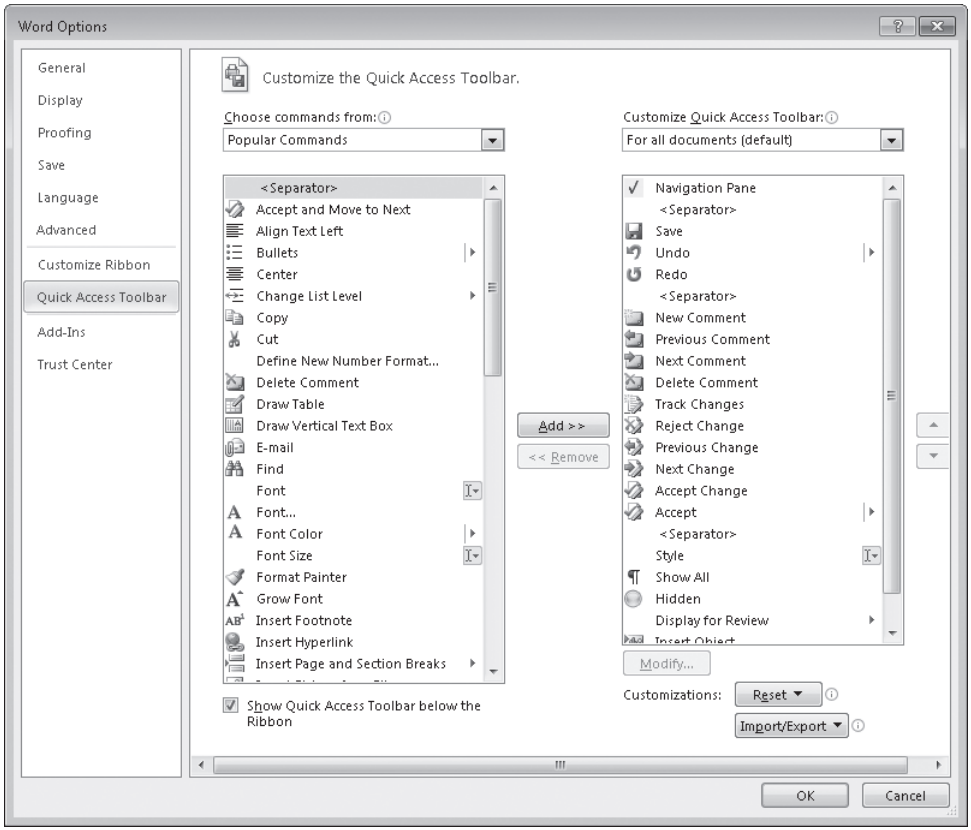
    The default ribbon configuration is restored.

CLEAN UP Close the open document.

Customizing the Quick Access Toolbar

If you regularly use a few buttons that are scattered on various tabs of the ribbon and you don't want to switch between tabs to access the buttons or crowd your ribbon with a custom tab, you might want to add these frequently used buttons to the Quick Access Toolbar. They are then always visible in the upper-left corner of the program window.

Clicking Quick Access Toolbar in the left pane of a program's Options dialog box displays the page where you specify which commands you want to appear on the toolbar.



The Quick Access Toolbar page of the Word Options dialog box.

On this page, you can customize the ribbon in the following ways:

- You can define a custom Quick Access Toolbar for the program, or you can define a custom Quick Access Toolbar for a specific file.
- You can add any command from any group of any tab, including contextual tabs, to the toolbar.
- You can display a separator between different types of buttons.
- You can move buttons around on the toolbar until they are in the order you want.
- You can reset everything back to the default Quick Access Toolbar configuration.

If you never use more than a few buttons, you can add those buttons to the Quick Access Toolbar and then hide the ribbon by double-clicking the active tab or by clicking the Minimize The Ribbon button. Only the Quick Access Toolbar and tab names remain visible. You can temporarily redisplay the ribbon by clicking the tab you want to view.

You can permanently redisplay the ribbon by double-clicking any tab or by clicking the Expand The Ribbon button.

As you add buttons to the Quick Access Toolbar, it expands to accommodate them. If you add many buttons, it might become difficult to view the text in the title bar, or not all the buttons on the Quick Access Toolbar might be visible, defeating the purpose of adding them. To resolve this problem, you can move the Quick Access Toolbar below the ribbon by clicking the Customize Quick Access Toolbar button and then clicking Show Below The Ribbon.

In this exercise, you'll add a couple buttons to the Quick Access Toolbar for all documents, and then you'll test the buttons.

SET UP You don't need any practice files to complete this exercise. Open a blank document, and then follow the steps.

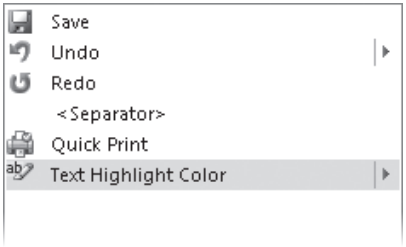
1. Open the **Word Options** dialog box, and then click **Quick Access Toolbar**.

   The Customize The Quick Access Toolbar page displays a list of available commands on the left side, and a list of the currently displayed commands on the right side.

   Tip If you want to create a Quick Access Toolbar that is specific to the active file, click the arrow at the right end of the box below Customize Quick Access Toolbar, and then click For <file name>. Then any command you select will be added to a toolbar specific to that file instead of the toolbar for the program.

2. At the top of the available commands list on the left, double-click **Separator**.
3. Scroll down the available commands list, click the **Quick Print** command, and then click **Add**.
4. Repeat step 3 to add the **Text Highlight Color** command.

   The Text Highlight Color command is added to the list of commands that will appear on the Quick Access Toolbar.



The arrow to the right of the command indicates that clicking this button on the Quick Access Toolbar will display a menu of options.

5. Click **OK** to close the **Word Options** dialog box.

   The Quick Access Toolbar now includes the default Save, Undo, and Repeat buttons and the custom Quick Print and Text Highlight Color buttons, separated by a line.



You have added two buttons to the Quick Access Toolbar.

To print a document with the default settings, you no longer have to click the File tab to display the Backstage view. Click Print in the left pane, and then click the Print button.



6. If you want to test printing from the Quick Access Toolbar, ensure that your printer is turned on, and then on the Quick Access Toolbar, click the **Quick Print** button.

   Now let's see how easy it is to highlight or remove highlighting from text when you are working primarily with the commands on a tab other than the Home tab.

7. Click the **Review** tab. Then select the first highlighted paragraph, **Proof of notice of meeting**.



8. On the Quick Access Toolbar, click the **Text Highlight Color** arrow, and then click **No Color**.

   The yellow highlight is removed from the selection. The No Color option becomes the default for the Text Highlight Color button.

9. Select the next highlighted paragraph, and on the Quick Access Toolbar, click the **Text Highlight Color** button.

   The yellow highlight is removed from the selection.

10. Display the **Quick Access Toolbar** page of the **Word Options** dialog box, click **Reset**, and then click **Reset only Quick Access Toolbar**.

11. In the **Reset Customizations** message box, click **Yes** to return the Quick Access Toolbar to its default contents. Then click **OK** to close the **Word Options** dialog box.

CLEAN UP Close the open document.

Key Points

- The Office 2010 program environment is flexible and can be customized to meet your needs.
- Most of the settings that control the working environment are gathered on the pages of the Options dialog box.
- You can customize the ribbon to make the development tools you need most often easily accessible.
- You can provide one-click access to any command by adding a button for it to the Quick Access Toolbar, either for the program or for one file.

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