CUSTOMIZING THE TOOLBAR

PowerPoint Instructions



Customizing the Toolbar

How to Customize the Quick Access Toolbar:

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Show Quick Access Toolbar Above the Ribbon	Customize Quick Access Toolbar
Customize the <u>R</u> ibbon	New Open
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	Open Recent File
	More Commands 2. Show Below the Ribbon 3.

On the upper-left corner of the PowerPoint window, click the arrow icon (pointing down) which will open the drop-down menu Customize Quick Access Toolbar. There you can:

1. add preset commands from the drop-down menu by marking them with a check mark.

- 2. add additional commands by clicking More Commands ... Choose the commands you want and click Add. Clicking OK will add these to your Quick Access Toolbar.
- 3. select Show Below the Ribbon to move the Quick Access Toolbox below the ribbon..
- 4. You can also add commands to the Quick Access Toolbar directly from the ribbon. To do this, right-click the command and select Add to Quick Access Toolbar.

Customizing the Toolbar

Exporting a Customized Quick Access Toolbar

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General Proofing Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Customize the Quick Access Toolbar. <u>C</u> hoose commands from: ① Popular Commands <separator> Action Add Animation Add Animation Page Page</separator>	Add >> Add >> < < <	Customize Quick Access Toolbar: ① For all documents (default) Save Save As O Undo Redo Format Painter Shapes Font Size Text Box A Font Color Aa Change Case B Bold I tialic U Underline Text Shadow Align Text Right Center B Bulds Line Spacing Align Text	2 ×
5	Increase Font Size Increase Font Size Insert Hyperlink Insert Picture from File Insert Picture from File Insert Access Toolbar below the Ribbon	~	E Decrease List Level E Increase List Level Modify Customizations: Reset ▼ 0 Import/Export ▼ 3. Import customization file Export all customizations 4.	V OK Cancel

You can make your modified Quick Access Toolbar available to others by exporting its settings in a file.

Instructions

- 1. Click on File, then Options.
- 2. Click on Quick Access Toolbar.
- **3.** Under Customizations (bottom right), click on Import/Export.
- 4. Select Export all customizations.
- **5.** To show the quick access toolbar below the ribbon, check the box (bottom left).

PowerPoint Instructions

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Customizing the Toolbar

Importing a Customized Quick Access Toolbar

General Proofing Save Language Advanced Customize Ribbon Customize Ribbon Quick Access Toolbar Quick Access Toolbar Quick Access Toolbar Customize Ribbon Quick Access Toolbar Quick Access Toolbar <		PowerPoint Option	IS	? ×
Insert Picture from File ✓ Customizations: Reset ▼ 0	Proofing Save Language Advanced Customize Ribbon Quick Access Toolbar 2 Add-Ins	Customize the Quick Access Toolbar. Choose commands from: ① Popular Commands Separator> Action Action Add Animation Pane Animation Styles Bring forward Bring forward Bring to Front Bring to Front Bullets Copy Cut A' Decrease Font Size Draw Table Draw Vertical Text Box Duplicate Selected Slides E-mail Font Format Background Format Shape Group A' Increase Font Size Format Shape Group A' Increase Font Size	Customize Quick Access Toolbar: ① For all documents (default) Image: Save Save As Image: Save As	
			Export all customizations	OK Cancel

With the option of importing a customized Quick Access Toolbar, Microsoft Office programs can look the same on all of your company computers and the uniform settings are easy to find.

Instructions

- **1.** Click on File, then Options.
- **2.** Click on Quick Access Toolbar.
- **3.** Under Customizations (bottom right), click on Import/Export.
- 4. Select Import customization file.

Note

By importing a customized file, you will lose all your previous settings for the Quick Access Toolbar.