

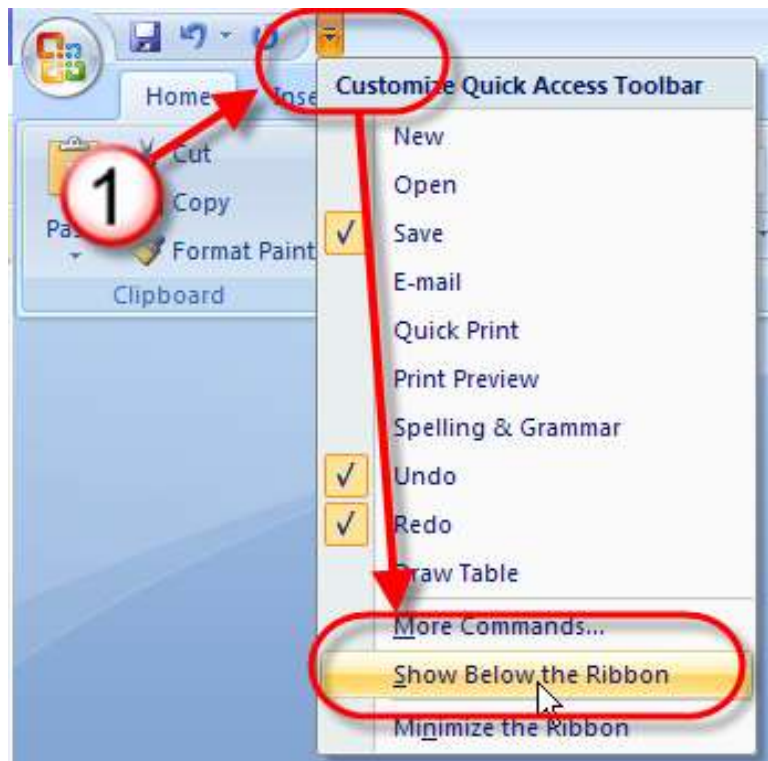
MS Office 2007:

How to customize the toolbar for compatibility and missing features:

It seems that MS Word and PowerPoint are missing some shortcuts that make things easier. Let's show how easy it is to add them to our "Quick Access Toolbar".

We will begin by moving the toolbar closer to our workspace:

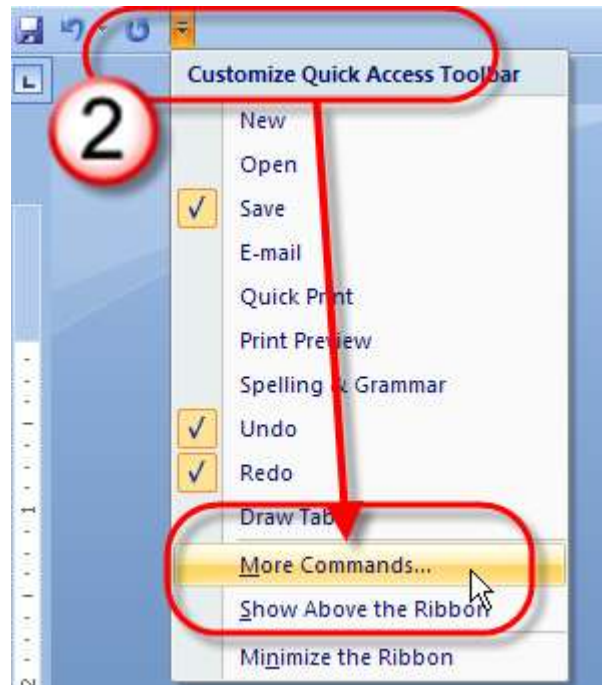
Simply press the **down arrow** (to the right of the toolbar) and select:
"Show Below the Ribbon" (as in figure 1 below):



Now, we will add the some shortcuts to the toolbar:

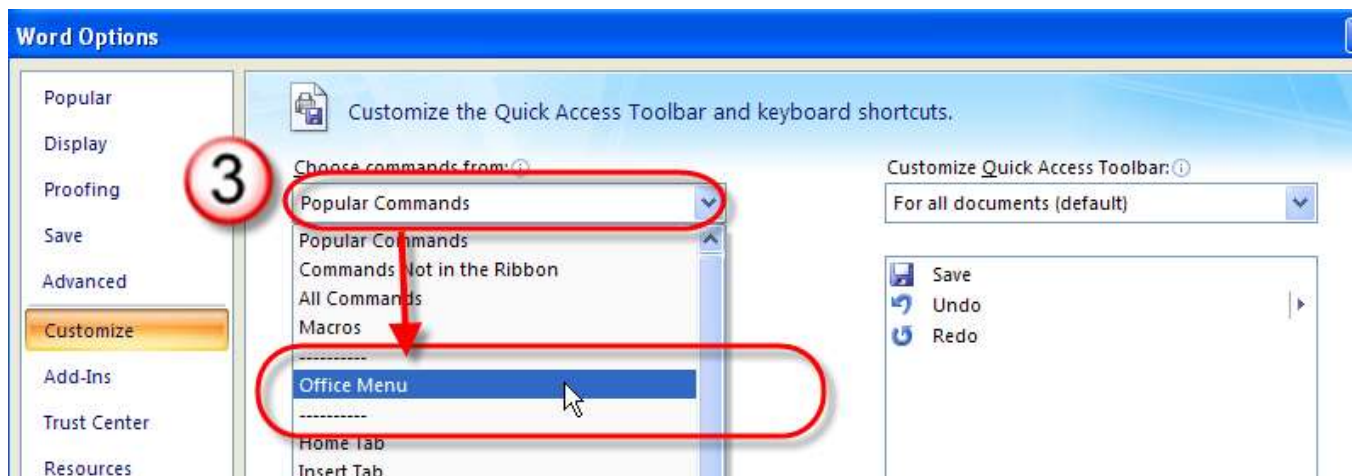
- save as "97-2003 .doc (compatibility mode)"
- close file
- exit program

Again, simply press the **down arrow** (to the right of the toolbar) now select:
More Commands ... (as in the figure 2 below)

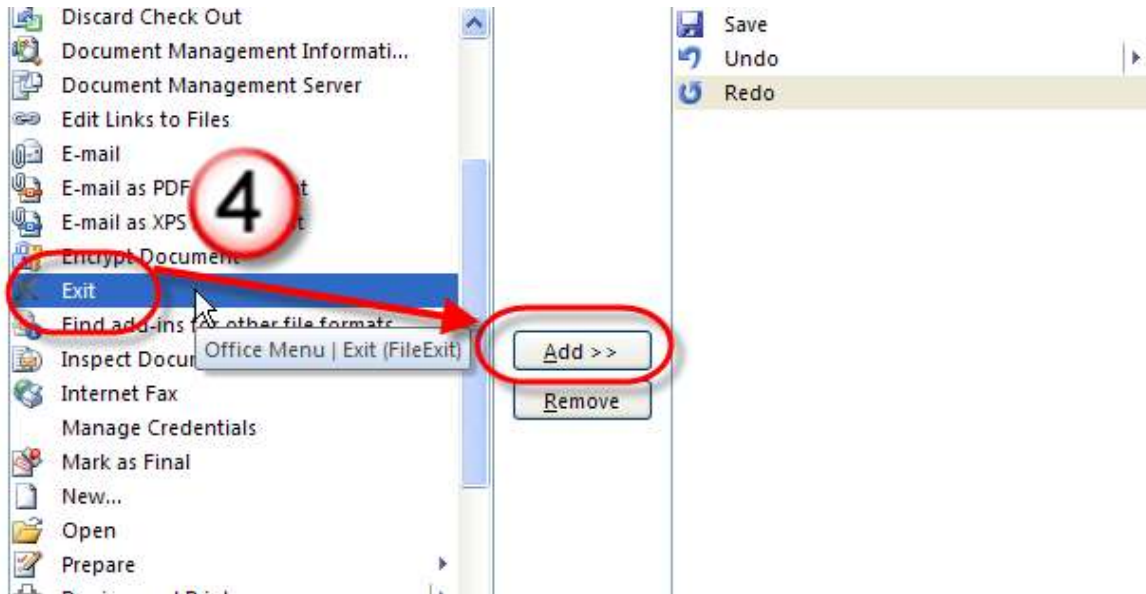


This will open the Options > Customize Menu:

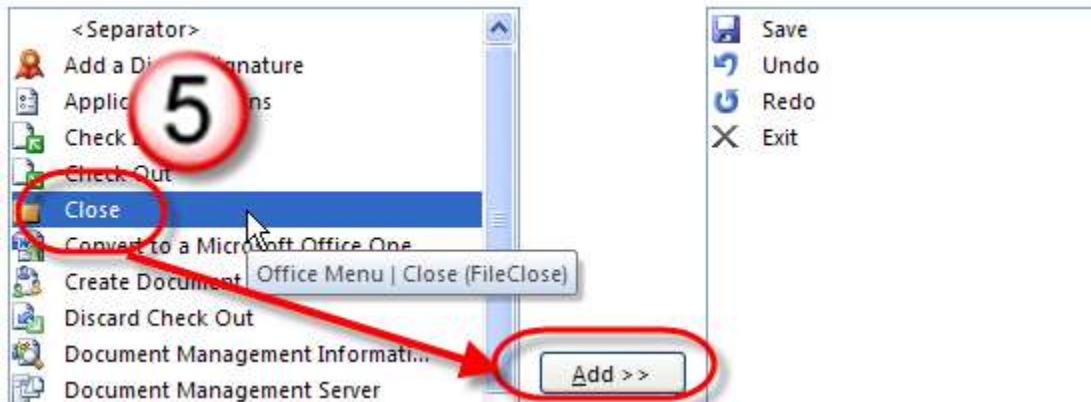
Change the Selection in the Drop Down menu from:
Popular Commands to **Office Menu** (as in figure 3 below)



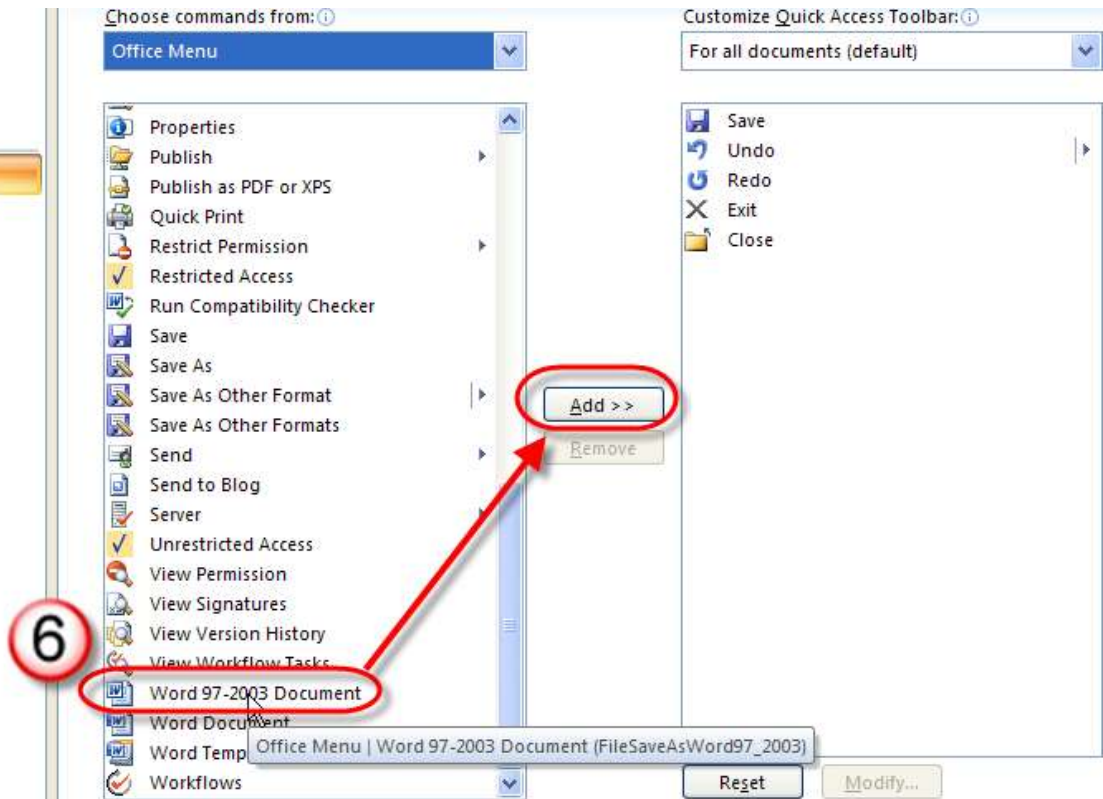
Select **"Exit"** from the list on the left and press the **"Add"** Button (as in figure 4 below)



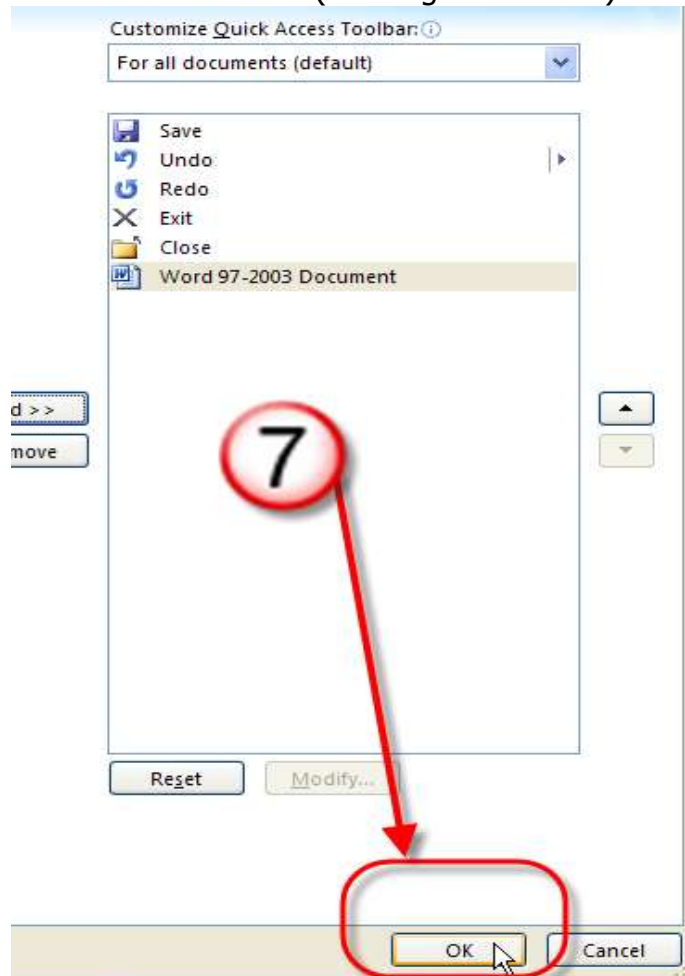
Select **"Close"** from the list on the left and press the **"Add"** Button (as in figure 5 below)



Select **"Word 97-2003 Document"** from the list on the left and press the **"Add"** Button (as in figure 6 below)



You will now see all 3 of the shortcuts added to the list on the right hand side.
Press the **"OK"** Button at the bottom (as in figure 7 below)



That's It!

