

Tip of the Week

March 24, 2017 - March is Advanced Email Tips Month

We are excited to share with you a new tip of the week, every Friday. The tips are short, to the point and cover a range of subjects. We hope these tips help you to work with technology more efficiently and successfully.




Customize Quick Access Toolbar

The Quick Access Toolbar (QAT) provides a way to put the commands and buttons that you use most often within easy reach. The QAT is available in all Office products but each products QAT is customized individually. For example, what you add to Outlook's QAT will not display in Word's QAT.

There are multiple ways to edit the Quick Access Toolbar. See below for a few ways to do this.

Quick Customize of the Quick Access Toolbar (see Image 1)

- Click on the Customize Quick Access Toolbar  drop-down arrow to select commands, from a predefined list, that you want to appear on your QAT.
- You may also choose to move the Quick Access Toolbar below the ribbon. By default it appears above the ribbon on the title bar.

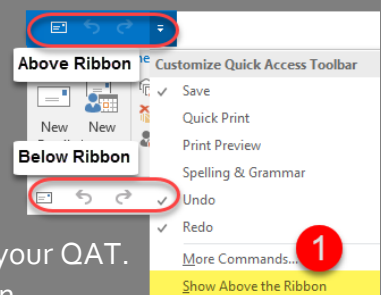


Image 1

Add commands using the QAT from items on the Ribbon (see Image 2)

1. On the Ribbon, click the appropriate tab or group that has the command that you want to add to the Quick Access Toolbar.
2. Right-click on the command.
3. Click Add to Quick Access Toolbar on the shortcut menu.

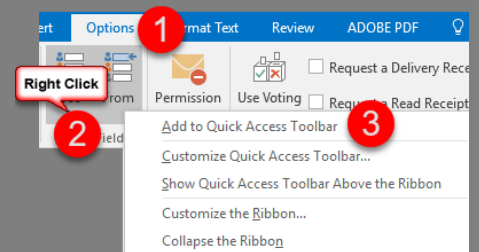


Image 2

You should now see the command added to the Quick Access Toolbar.

Edit commands using the QAT (See image 1 & 3)

1. To make multiple changes to the toolbar, select More Commands (see Image 1).
2. To add commands to the list, select items from the left column and click Add.
3. To remove commands from the list, select items from the right column and click Remove.
4. When finished, click OK

The commands should now appear on the toolbar or disappear from the toolbar, depending on what you changed.

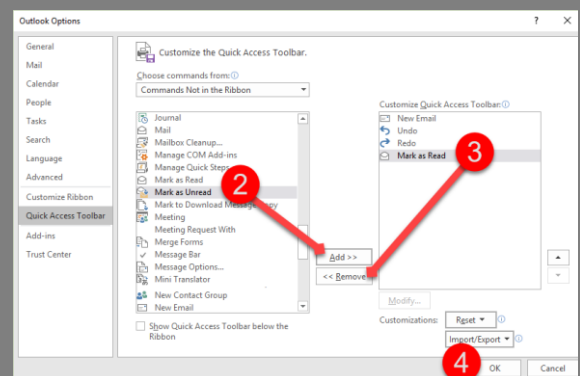


Image 3

A few notes:

- You cannot increase the size of the buttons representing the commands in Office.
- You cannot display the Quick Access Toolbar on multiple lines.

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