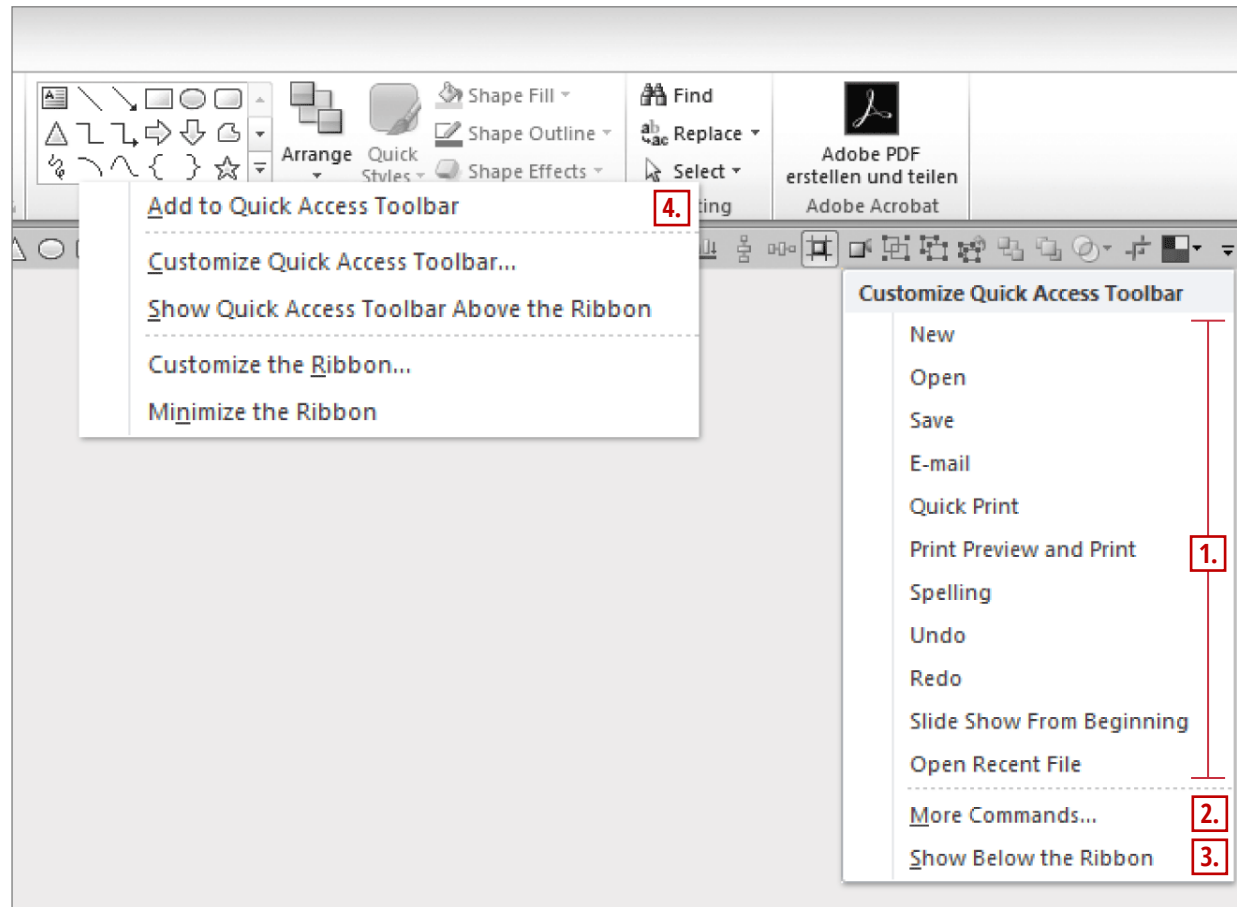


CUSTOMIZING THE TOOLBAR

PowerPoint Instructions

Customizing the Toolbar

How to Customize the Quick Access Toolbar:



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.

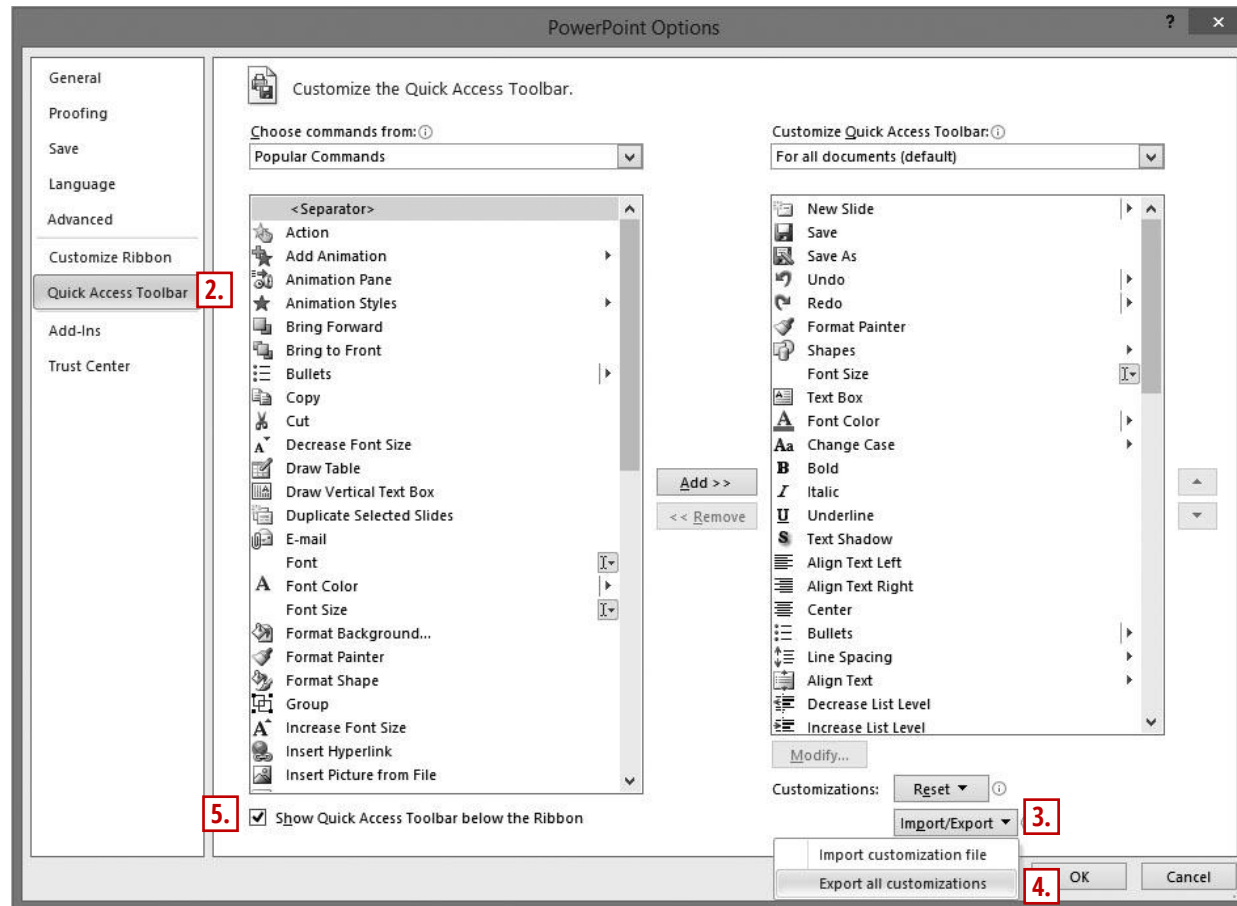
Customizing the Toolbar

Exporting a Customized Quick Access Toolbar

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

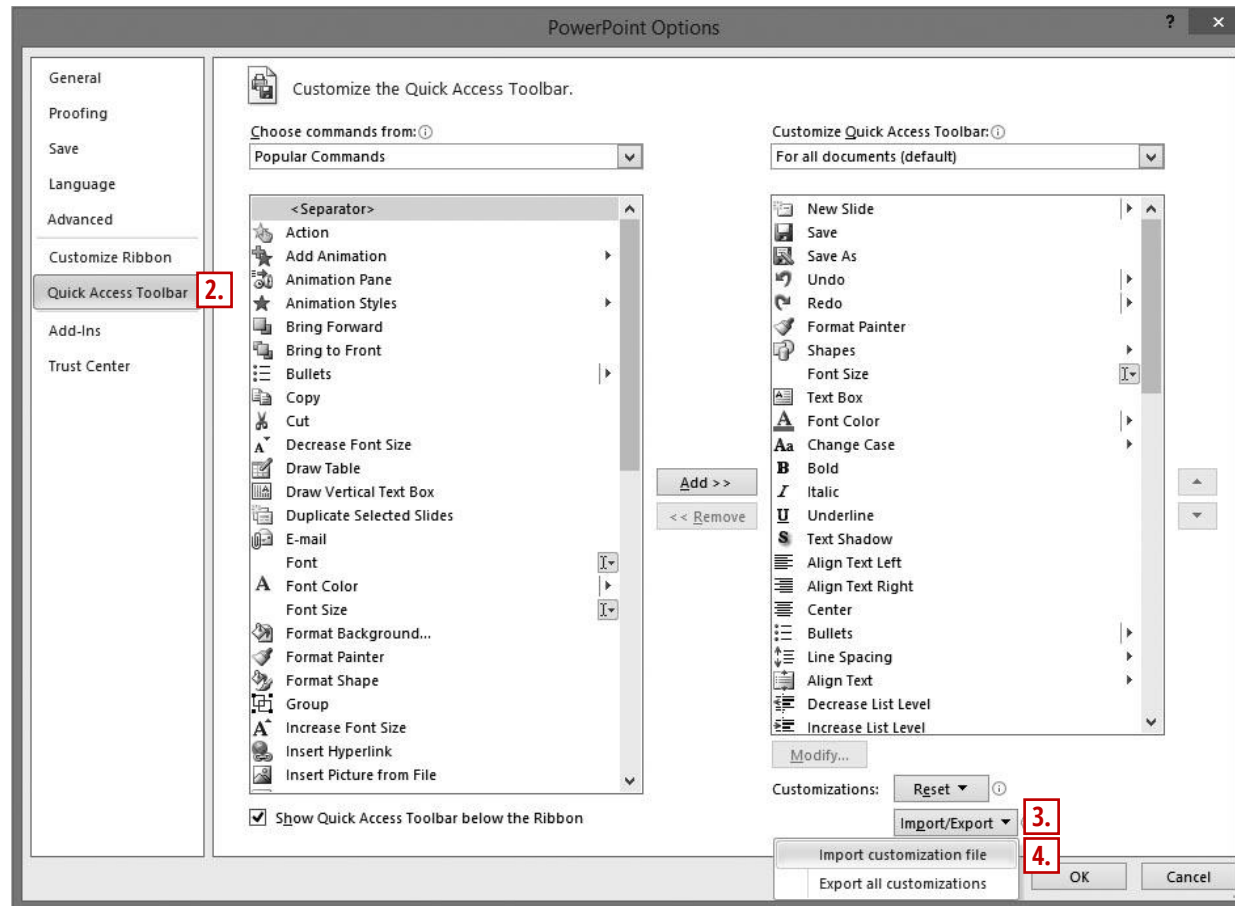
Instructions

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).



Customizing the Toolbar

Importing a Customized Quick Access Toolbar



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.