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Customize Microsoft Office 2010



By Kay S. Tatum
PERFORMANCE DIMENSIONS, INC.

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Customize The Office 2010 Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab on the ribbon that is currently displayed. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

NOTES

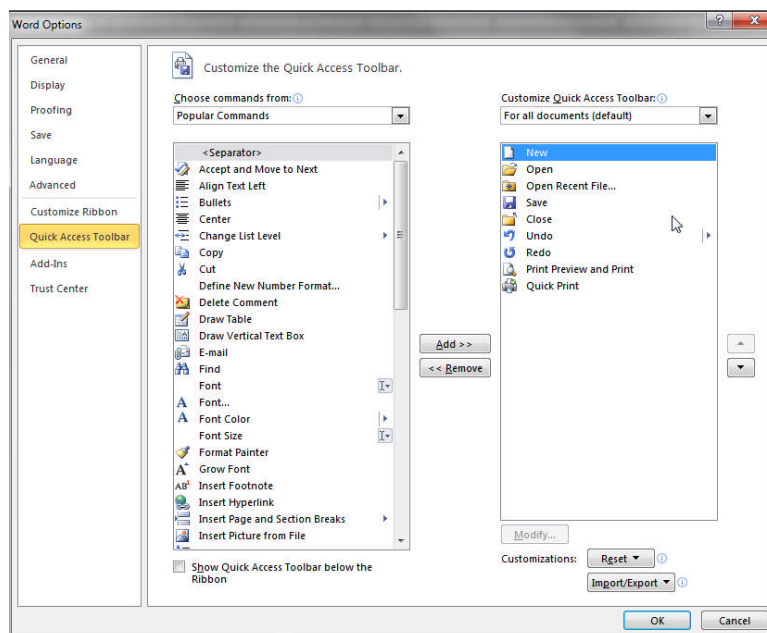
- You cannot increase the size of the buttons representing the commands by an option in Microsoft Office. The only way to increase the size of the buttons is to lower the screen resolution you use.
- You cannot display the Quick Access Toolbar on multiple lines.
- Only commands can be added to the Quick Access Toolbar. The contents of most lists, such as indent and spacing values and individual styles, which also appear on the ribbon, cannot be added to the Quick Access Toolbar. However, you can customize the ribbon to personalize the ribbon the way that you want it. For example, you can create custom tabs and custom groups to contain your frequently used commands.

Add a command to the Quick Access Toolbar

1. On the ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Right-click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.

OR

1. Click on the down arrow to the right of the Quick Access Toolbar.
2. Click on **More Commands**. The Word Options dialog box will display.



3. Double-click on the command(s) to add to the Quick Access Toolbar. This will add the command(s) to the list on the right side of the dialog box.
4. Click on the down arrow to the right of the **Popular Commands** option at the top of the page.
5. Click on **All Commands**. This will list all the commands that are available in Word.
6. Follow Step 3 to add the desired command(s) to the right side of the dialog box.
7. Click **OK**.

Remove a command from the Quick Access Toolbar

1. Right-click the command you want to remove from the Quick Access Toolbar, and then click **Remove from Quick Access Toolbar** on the shortcut menu.

Change the order of the commands on the Quick Access Toolbar

1. Right-click the Quick Access Toolbar, and then click **Customize the Quick Access Toolbar** on the shortcut menu.
2. Under **Customize Quick Access Toolbar**, click the command you want to move, and then click the **Move Up** or **Move Down** arrow.

Export a customized Quick Access Toolbar

You can export your ribbon and Quick Access Toolbar customizations into a file that can be imported and used by a coworker or on another computer.

1. Click the File tab.
2. Under Help, click Options.
3. Click Quick Access Toolbar.
4. Click Import/Export, and then click Export all customizations.

Import a customized Quick Access Toolbar

You can import customization files to replace the current layout of the ribbon and Quick Access Toolbar. By being able to import the customization, you can keep Microsoft Office programs looking the same as your coworkers or from computer to computer.

Important When you import a ribbon customization file, you lose all prior ribbon and Quick Access Toolbar customizations. If you think that you might want to revert to the customization you currently have, you should export them before importing any new customizations.

1. Click the File tab.
2. Under Help, click Options.
3. Click Quick Access Toolbar.
4. Click Import/Export, and then click Import customization file.

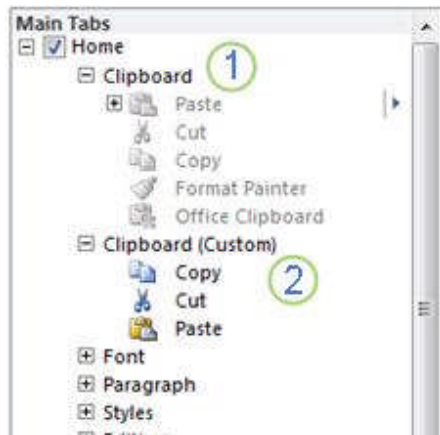
Customizing The Office 2010 Ribbon

Use customizations to personalize the ribbon the way that you want it. For example, you can create custom tabs and custom groups to contain your frequently used commands.

Important: Ribbon customization is specific to the Microsoft Office program you are working in at the time. Ribbon customization does not apply across the Office programs.

You can rename and change the order of the default tabs and groups that are built-into Microsoft Office 2010. However, you cannot rename the default commands, change the icons associated with these default commands, or change the order of these commands. The default commands appear in gray text.

To add commands to a group, you must add a custom group to a default tab or to a new, custom tab. To help you identify a custom tab or group and to distinguish from a default tab or group, the custom tabs and groups in the Customize the Ribbon list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.



Get to the Customize the Ribbon window

1. Click the File tab.
2. Under Help, click Options.
3. Click Customize Ribbon.

Tip : You can also get to the Customize the Ribbon window, by right-clicking any tab on the ribbon, and then clicking Customize the Ribbon.

Add a custom tab

When you click New Tab, you add a custom tab and custom group. You can only add commands to custom groups.

1. In the Customize the Ribbon window under the Customize the Ribbon list, click New Tab.
2. To see and save your customizations, click OK.

Rename a default or custom tab

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the tab that you want to rename.
2. Click Rename, and then type a new name.
3. To see and save your customizations, click OK.

Hide a default or custom tab

You can hide both custom and default tabs, but you can only remove custom tabs.

1. In the Customize the Ribbon window under the Customize the Ribbon list, clear the check box next to the default tab or custom tab that you want to hide.
2. To see and save your customizations, click OK.

Change the order of default or custom tabs

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the tab that you want to move.
2. Click the Move Up or Move Down arrow until you have the order you want.
3. To see and save your customizations, click OK.

Remove a custom tab

You can hide both custom and default tabs, but you can only remove custom tabs.

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the tab that you want to remove.
2. Click Remove.
3. To see and save your customizations, click OK.

Add a custom group to a tab

You can add a custom group to either a custom tab or a default tab.

1. In the Customize the Ribbon window, under the Customize the Ribbon list, click the tab that you want to add a group to.
2. Click New Group.
3. To rename the New Group (Custom) group, right-click the group, click Rename, and then type a new name.
4. To hide the labels for the commands that you add to this custom group, right-click the group, and then click Hide Command Labels.
5. Note To see the labels for the commands in the custom group after you have hidden them, right-click the group, and then click Hide Command Labels.
6. To see and save your customizations, click OK.

Rename a default or custom group

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the tab or group that you want to rename.
2. Click Rename, and then type a new name.
3. To see and save your customizations, click OK.

Change the order of the default and custom groups

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the group that you want to move.
2. Click the Move Up or Move Down arrow until you have the order you want.
3. To see and save your customizations, click OK.

Remove a default or custom group

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the group that you want to remove.
2. Click Remove.
3. To see and save your customizations, click OK.

Replace a default group with a custom group

You can't remove a command from a default group, a group built-into Microsoft Office. However, you can make a custom group with only the commands that you want to replace the default group.

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the default tab where you want to add the custom group.
2. Click New Group.
3. Right-click the new group, and then click Rename.
4. Type a name for the new group and select an icon to represent the new group when the ribbon is resized.
5. In the Choose Commands from list, click Main Tabs.
6. Click the plus sign (+) next to the default tab that contains the group that you want to customize.
7. Click the plus sign (+) next to the default group that you want to customize.
8. Click the command that you want to add to the custom group, and then click Add.
9. Right-click the default group, and click Remove.

Reset the ribbon

You can choose to reset all tabs on the ribbon or only the selected tabs to their original state. When you reset all tabs on the ribbon, you also reset the Quick Access Toolbar to show only the default commands.

Reset the ribbon to the default settings

Important When you click Reset all customizations, you reset both the ribbon and the Quick Access Toolbar to the default settings.

1. In the Customize the Ribbon window, click Reset.
2. Click Reset all customizations.

Export a customized ribbon

You can export your ribbon and Quick Access Toolbar customizations into a file that can be imported and used by a coworker or on another computer.

1. In the Customize the Ribbon window, click Import/Export.
2. Click Export all customizations.

Import a customized ribbon

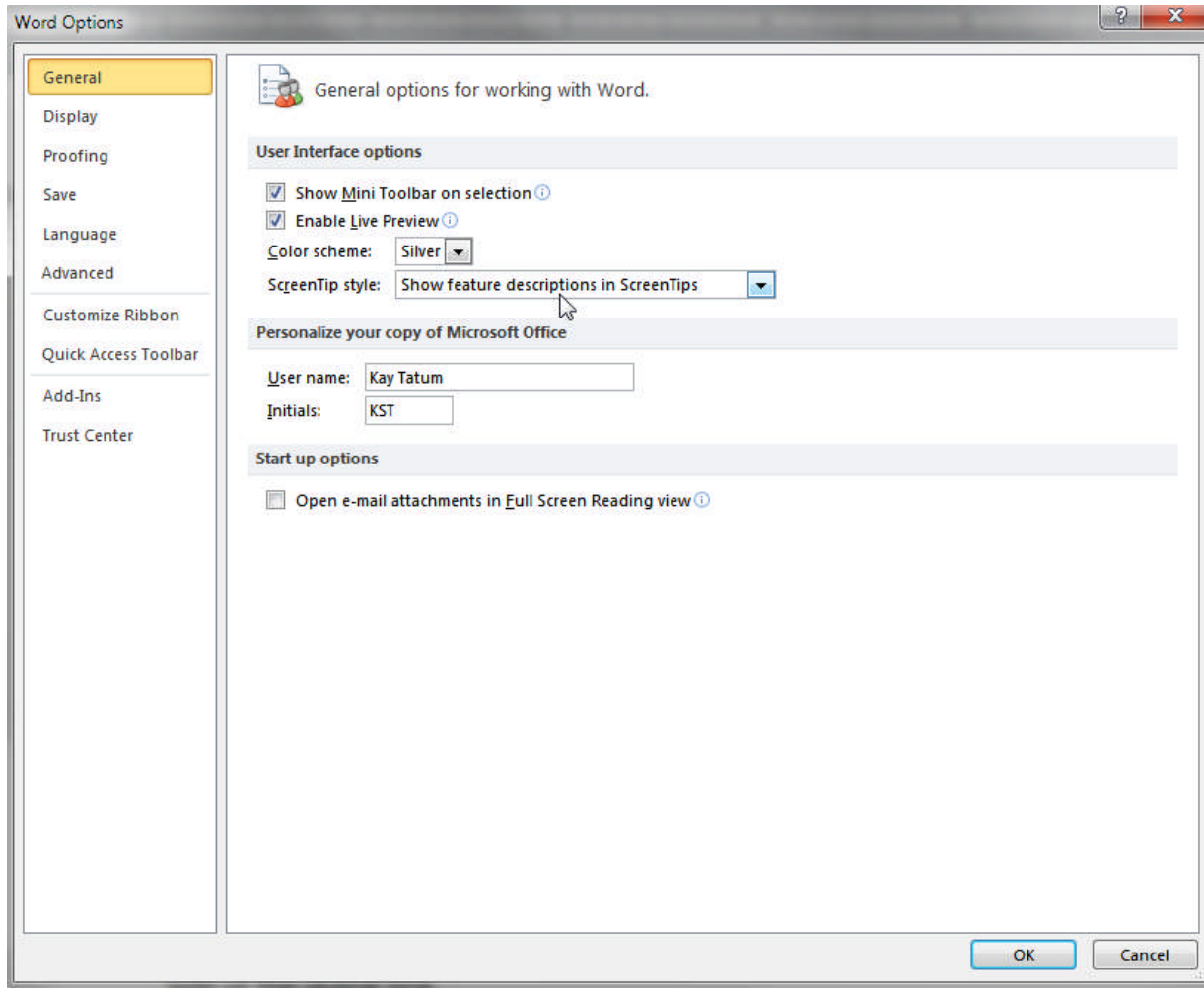
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1. In the Customize the Ribbon window, click Import/Export.
2. Click Import customization file.

Customizing the Options Menu

The Options Menu is now listed under the File menu. The Options menu allows you to change the default settings for Microsoft Office 2010. Click on the menus on the left side of the dialog box to see the settings options.



Customizing Default Font And Paragraph Settings In Word 2010

The default font in Microsoft Word is Calibri; the default font size is 11; and the default paragraph spacing is 10 points after each line. You can easily change the defaults.

Default Font And Font Size

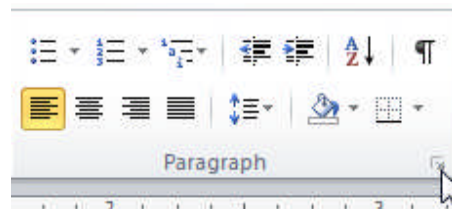
1. Create a new document.
2. Click on the small arrow to the right of the word Font on the Ribbon.



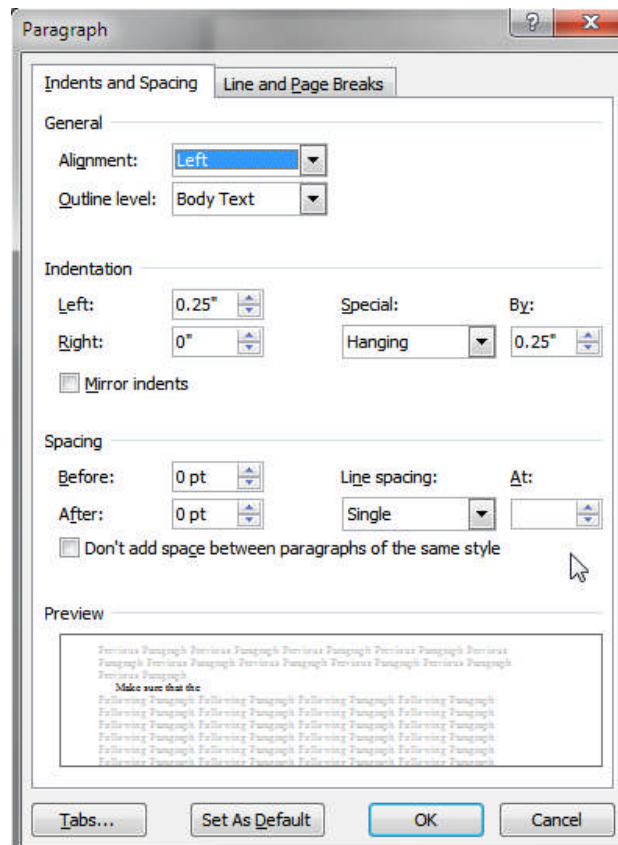
3. Change the **Font** dialog box to the format want for all new documents.
4. Click on the **Save As Default** button in the lower-left corner of the dialog box.
5. Click **OK**.

Default Paragraph Settings

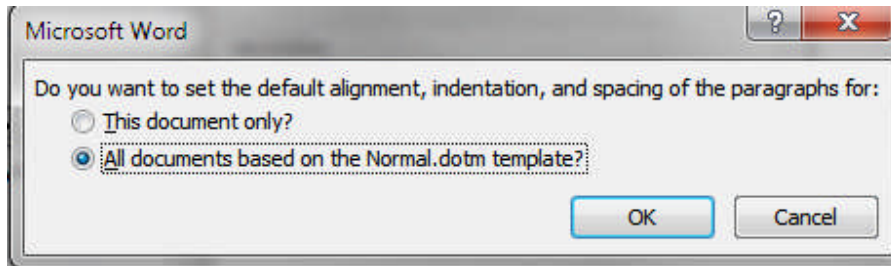
1. Create a new document.
2. Click on the small arrow to the right of the word Paragraph on the Ribbon.



3. Change the Spacing After option to 0.
4. Make sure that the Line Spacing is Single.



5. Click on the **Save As Default** button at the bottom of the dialog box.
6. Click on **All documents based on the Normal.dotm template**.



7. Click **OK**.