The Quick Access Toolbar is located next to the Office Button at the top left of the window. Word 2007 is used in this example, but this also applies to Excel and PowerPoint.

To add commands to this toolbar:
1. Click the down arrow to the right of the Quick Access Toolbar to show the most popular commands
2. Click on the name of items shown to quickly add to the toolbar

Note: If you prefer this toolbar to be located below the Ribbon, click ‘Show Below the Ribbon.’

To add other commands:
1. Click More Commands to open the Options/Customize window
2. Under Choose Commands > select All Commands
3. Select the command from the left box > click the Add button so that it appears in the right box
4. Items can be moved using the up and down arrows on the right side of the window
5. Click OK to close.