

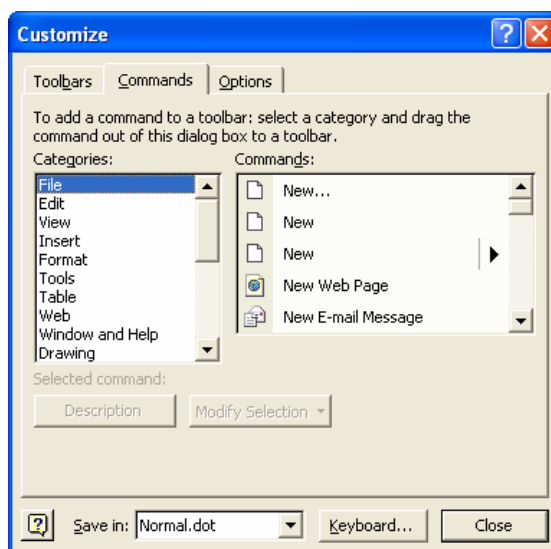
Customising Microsoft Office toolbars

This guide shows you how to customise Office toolbars in Office so you can choose which icons are displayed.

For example, you may want to remove the print icon or change the print icon so the print pop-up box appears.

Instructions

1. Open a Microsoft Office program (we use Word in this example)
2. Right-Click in an empty grey area at the top of the screen
A drop-down menu will appear with a list of available toolbars
3. Click on **Customise** (bottom of list)



4. Click on the **Commands** tab
The large box on the right shows the icons (Commands) you can add to your toolbar. They are arranged in categories (left side). To view a different bank of icons click on a different category

To add an icon to a toolbar

1. Drag-and-drop the icon you want to add from the Commands list onto the toolbar

To remove an icon from a toolbar

1. Drag-and-drop the icon from the toolbar, releasing it anywhere on the screen