

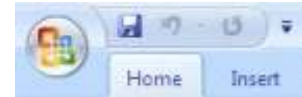
# Microsoft Office 2007: Create shortcuts to your most used commands

The design of Microsoft Office 2007 is very different from previous versions and many long-time users find it difficult to find their most commonly used commands. Many users who upgrade to Office 2007 are also frustrated by some default setting changes.

If you want quick access to your favorite commands within Office 2007, read on for instructions on adding those commands to the Quick Access Toolbar. This article also provides information on the font and line-spacing default settings changes.

## Customizing the Quick Access Toolbar

The Quick Access Toolbar is on the top of the screen next to the Office button and always visible, no matter which tabs are active on the Ribbon. The default toolbar only has the Save, Undo and Redo commands, but you can customize it in each of the programs (Word, PowerPoint, Excel, and Access) to have the commands that you need at the click of a mouse.

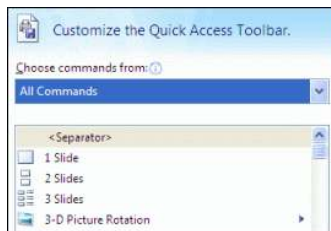


NOTE: The screen captures shown here are from PowerPoint, but these instructions are applicable for all four programs.

1. On the Quick Access Toolbar, click on the down-arrow button to open the Customize menu. You can select a few commands here to add to the Toolbar, but to get the full list of options, click on the More Commands option to open the (Program) Options dialog box.



NOTE: Office allows you to modify the Toolbar for all documents or only in the current document. These instructions are based on changing the Toolbar for the program; therefore, you will leave the “For all documents (default)” setting in the Customize Quick Access Toolbar pull-down list on the right side of the dialog box as is.



2. In the Choose commands from: pull-down list on the left, select a group of commands (Popular Commands, Commands Not in the Ribbon, All Commands, etc.). All commands from the selected group appear in the scroll-box below (see sample at left).

Selecting All Commands gives you the complete list to work with.

3. In the list of available commands, click the one you want to add to the Quick Access Toolbar.

HINT: Hover the mouse pointer over the command name to see a pop-up description.



4. Click the Add button and the selected command is added to your customized list of commands in the right pane.



5. Repeat steps 3–4 until all desired commands are added to the Quick Access Toolbar.

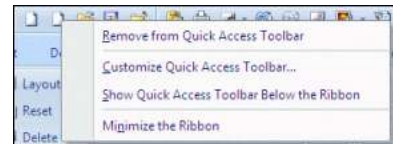
HINT: You can add as many commands as you want to the Toolbar. For example, if you see the same command listed 2 or more times (see image in 3 above) and are not sure which to select, select them all. After you have all the commands added you can click on the button and then decide if that is the command you want. If not simply delete the button, as described below.

6. OPTIONAL: You may rearrange the order of buttons by selecting an item in the right pane and then click on the Up or Down arrow (see image in 4 above). You may also Separate buttons into groups by adding a <Separator> line (see image in 2 above) between buttons.

7. OPTIONAL: The Quick Access Toolbar may be moved to below the Ribbon. This has 2 advantages: (1) more buttons will be visible on the screen and (2) the buttons will be right above your document. The disadvantage is that you lose a little screen space for your document. At the bottom of the Options dialog box, select (check) the Show Quick Access Toolbar below the Ribbon option. You can also change this setting in the Toolbar Customize menu.

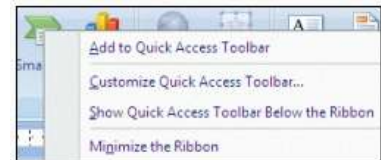
8. Click OK to apply your changes to the Quick Access Toolbar.

9. OPTIONAL - Deleting a button from the Quick Access Toolbar. When you decide that you no longer want a command on the Quick Access Toolbar, right-click on the button and then click on Remove from Quick Access Toolbar option in the pop-up menu.



10. OPTIONAL - Adding buttons from a Ribbon.

When you find that you have a command on a Ribbon that you are using frequently, you can add it to the Quick Access Toolbar by right-clicking on the command button and then clicking on Add to Quick Access Toolbar option in the pop-up menu.



## Bonus shortcut tips

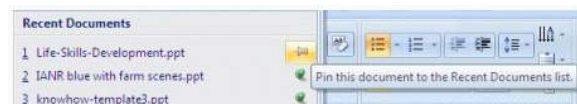
### Keep a file in the Recent Documents list

If you have a file you use frequently, you can make sure it stays in the Recent Documents list.

1. Click on the Office Button to open the Recent Document list.

2. Click on the push pin button.

After a document is “pinned” to the Recent Documents list, the pin button changes color and direction to show that the file will stay in the list. When you no longer want to keep a specific document in the list, you can reverse the process to “unpin” it.



### Keyboard shortcuts

As a reminder, the basic Windows keyboard shortcuts work in all programs. You can find a list of these in the [“Use Keyboard and Mouse Shortcuts to Work More Efficiently”](#) tip. There are also many unique keyboard shortcuts in each program. For a list of these shortcuts, please see the following Microsoft Office Online articles.

- [Keyboard shortcuts for PowerPoint 2007](#)
- [Keyboard shortcuts for Microsoft Office Word](#) includes a section on “Microsoft Office basics” shortcuts

## Word 2007: New font and line spacing defaults

Word 2007's Normal template uses a new default font, Calibri 11, and increased spacing between lines in a paragraph and between paragraphs. You can change one or both of these settings in a paragraph, for the current document, or for all new documents. The Microsoft Office Online documentation has several helpful articles that explain the new default settings and tell you how to make changes. Check out these two primary documents and the associated "See Also" articles listed in the top-right section of the content.

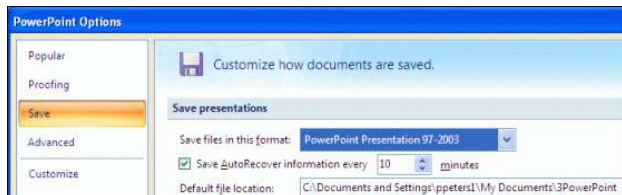
- [Why did the line spacing change in Word?](#)
- [Make my document look like a Word 2003 document](#) (includes video)

## REMINDER - everyone has NOT upgraded to Microsoft Office 2007

The 2007 default file format for all programs is NOT compatible with previous versions. When sharing a file with others outside your office, be sure to check on preferred format or use the Office button - Save As option to select the (Program) 97-2003 format.

If you make this change frequently, you may want to change your default Save setting to the previous format.

1. Click on the Office button.
2. Click on the (Program) Options button at the bottom of the window.
3. Click on the Save menu option (see sample at right).
4. Change the Save files in this format: option.
5. Click on the OK button to save the change.



## Free resources for further learning

For more information on changes and new features in 2007, please see the video presentation by Ranelle Maltas (<http://breeze.unl.edu/p79373482/>). Video content and timing:

- General information and Word - 0:00 - 21:20
- Excel - 21:11 - 33:55
- PowerPoint - 33:56 - 50:00
- Access - 50:01 - 1:04:19

## Virtual Training Company online tutorials

UNL Information Services has contracted with [Virtual Training Company](#) (VTC) to give UNL faculty, staff, and students free access to over 300 online tutorials. These video tutorials include captioning. Each lesson runs approximately 2-6 minutes.

To gain access, please contact [training@unl.edu](mailto:training@unl.edu) for the user name and password. After you log into the site the page may change to the "My Course List" page. To access to all titles, click on the Home button. Then select the Business Applications category to see the list including Office 2007 titles.

## Microsoft Office Online Training site

This site offers [free self-paced training courses for Office programs](#) from Microsoft.