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Customize the Excel Environment

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Exercise: Customizing the Quick Access Toolbar

Note

This activity will make changes to the settings in Excel. Please get authorization from the relevant person/s if you are planning to use your work or someone else's computer for this activity. You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

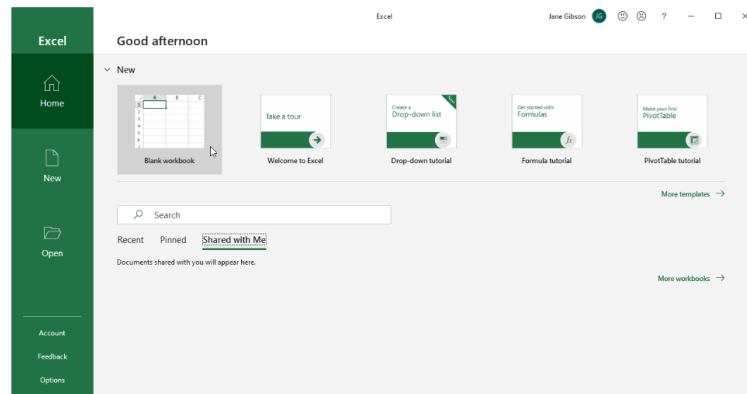
Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

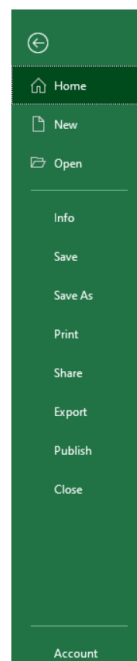
Let's get started!

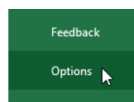
In order to improve your workflow, you would like to add some of your most frequently used commands to the Quick Access toolbar.

1. To begin, open a blank workbook in Microsoft 365 Excel:

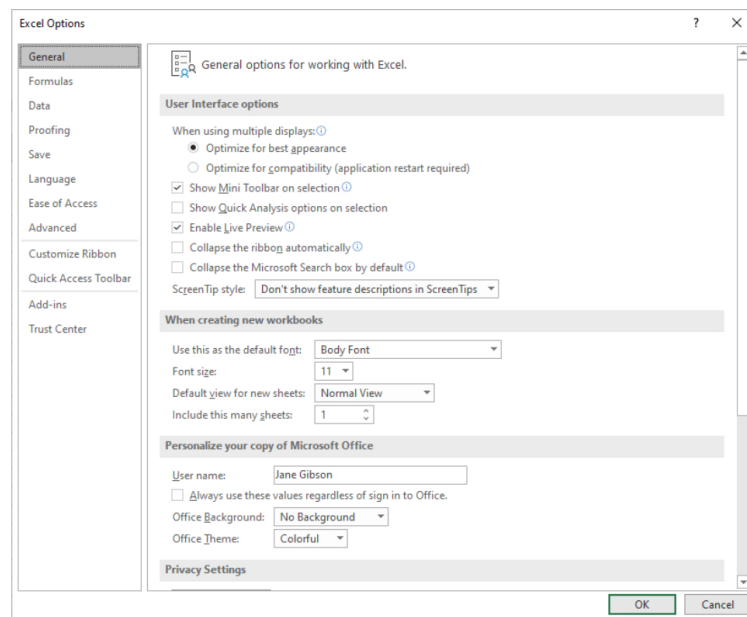


2. Click **File** → **Options**:

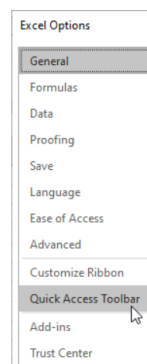




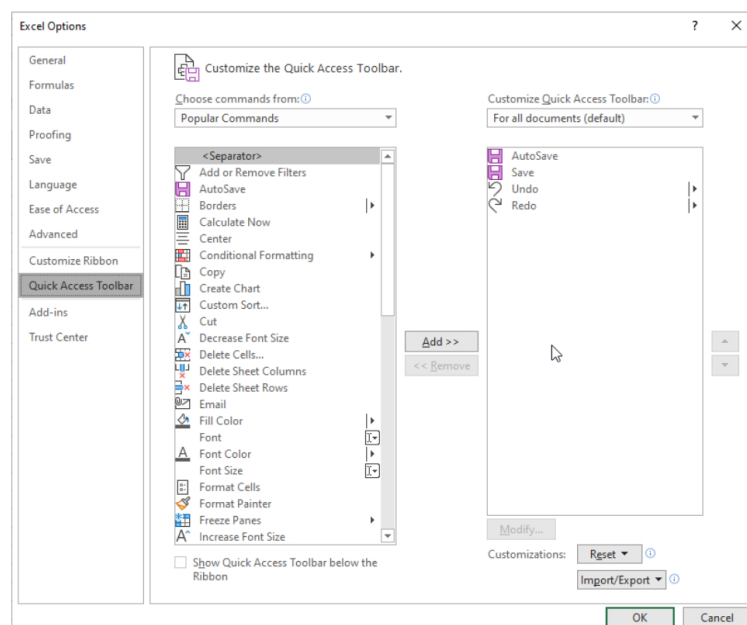
3. The Excel Options dialog box will open to the General category:



4. Click the **Quick Access Toolbar** category:

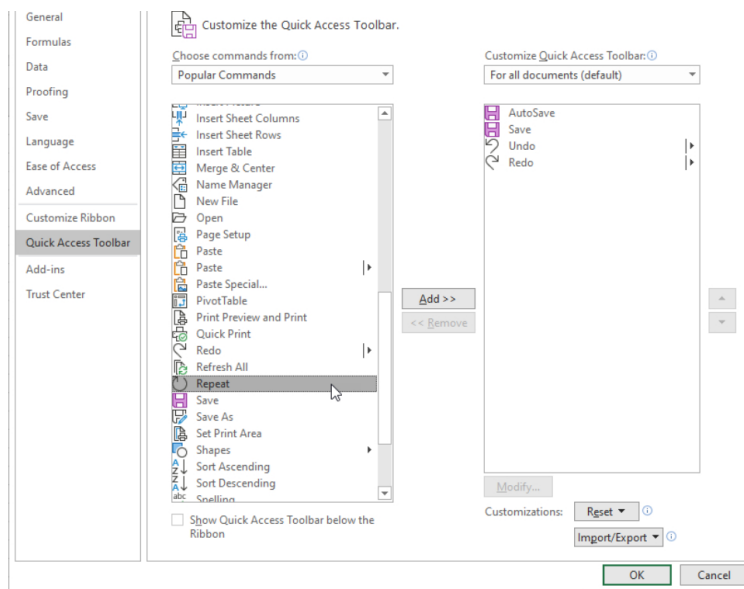


5. The Quick Access Toolbar category will now be displayed:

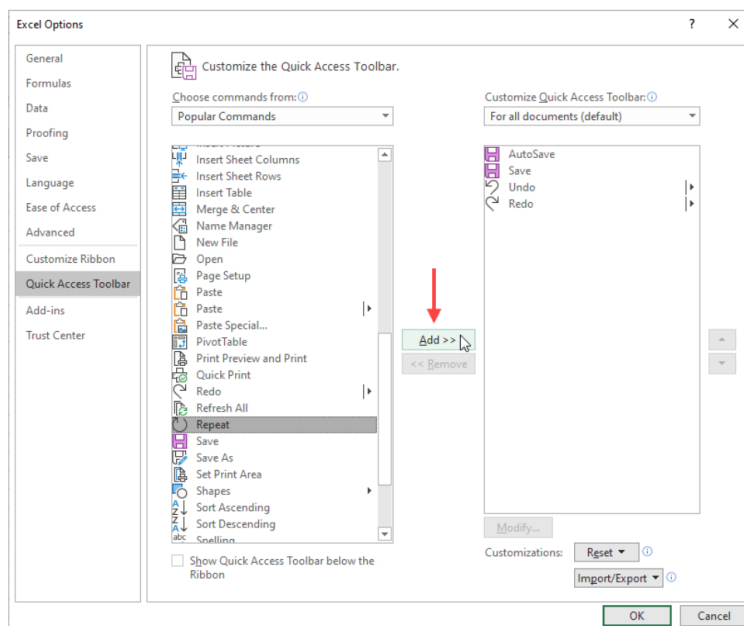


6. In the left-hand list box, scroll down and click to select the **Repeat** command:

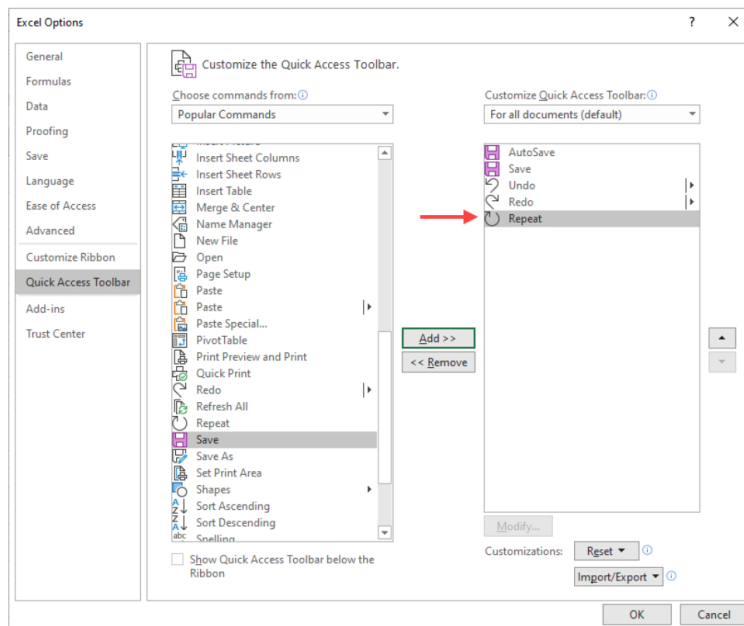




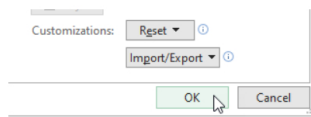
7. Click the **Add** command between the two lists:



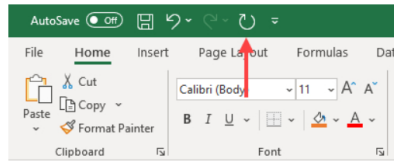
8. The Repeat command will now appear in the right-hand list box, meaning it has been added to the Quick Access toolbar:



9. Click **OK** to apply these new settings:



10. Returning to the Excel window, you will see that the Repeat command now appears on the Quick Access toolbar:



11. You can now close Microsoft 365 Excel to complete this activity.

Mark as completed

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