

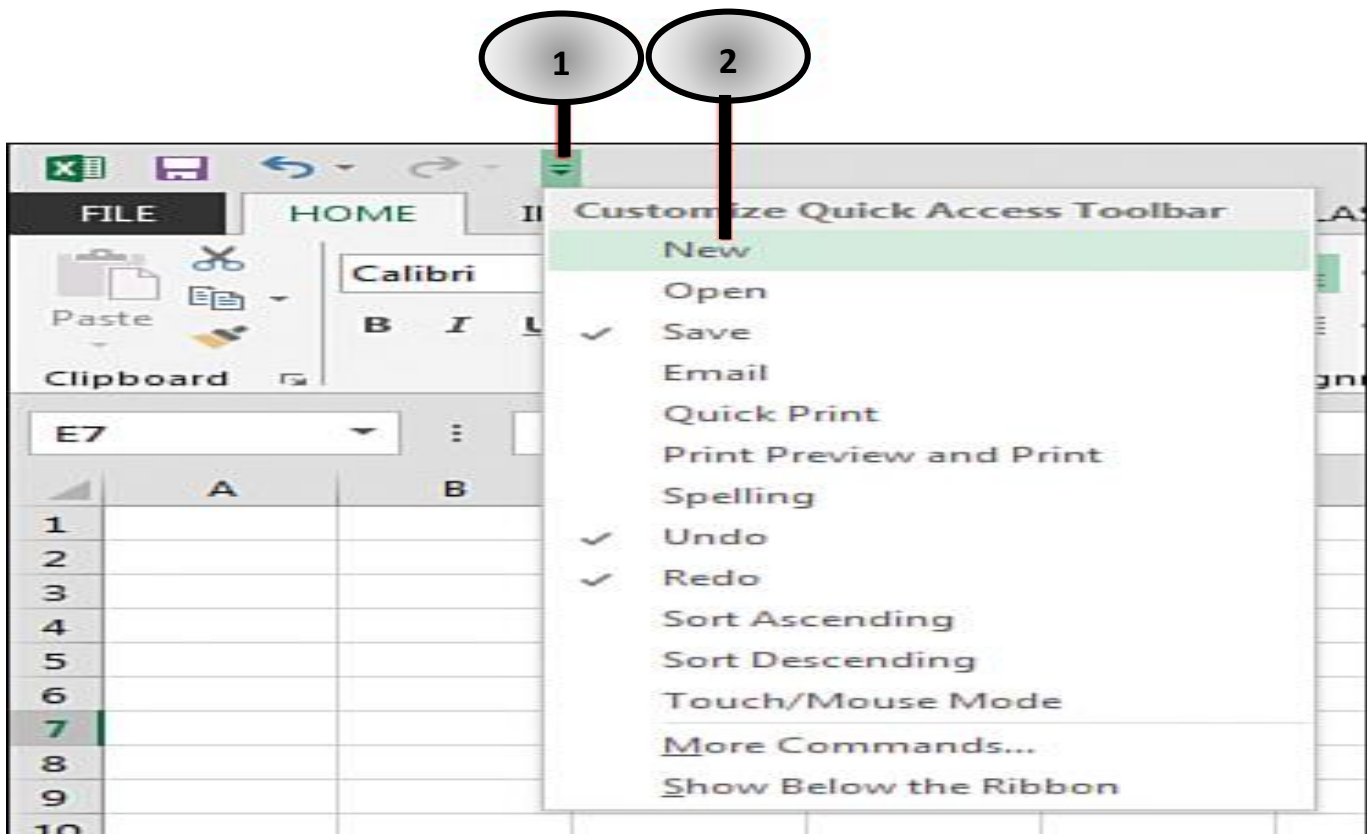
## Customizing the Quick Access Toolbar

The small buttons at the top-left side of the Excel screen are known collectively as the Quick Access Toolbar. By default, the Quick Access Toolbar contains three commands: Save, Undo, and Redo. If you click the drop-down selection arrow next to the Redo button on the Quick Access Toolbar, you see that these 3 commands are only 3 of 11 available as prebuilt or built-in options. Placing a check next to any of the options that you see here automatically adds each option to the Quick Access Toolbar. So, clicking New adds the New command, and clicking Open adds the Open command. You can actually click each one of these and have all 11 options available to you in the Quick Access Toolbar. In the tasks that follow, you find out how to add commands to the Quick Access Toolbar to customize it to fit your workflow.

### Add a Command to the Quick Access Toolbar

Follow these steps to add to the Quick Access Toolbar one of the commands available from the drop-down menu.

1. Click the arrow to open the Quick Access toolbar drop-down to see all the existing commands you can add.
2. Click the New command to add it to the Quick Access toolbar.



3. You now have a New icon on your Quick Access toolbar.

