Online Tutorial Document VS **Our Tutorial Document**
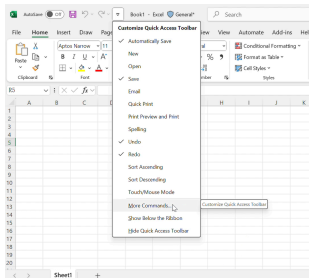
Online Tutorial Document:

1. Select **Customize Quick Access Toolbar** > **More Commands**.
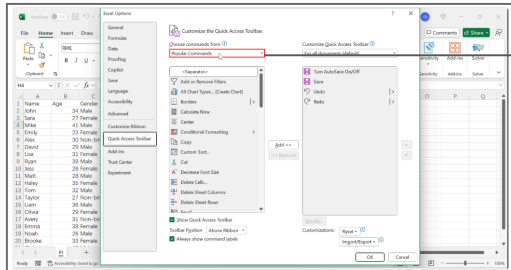
2. In the **Choose commands from** list, select **Commands Not in the Ribbon**.

3. Find the command in the list, and then select **Add**.

Our Tutorial Document:

step3: Open the list source selector

Inside the Excel Options window, click the drop-down next to "Choose commands from:" to change the set of commands that are displayed.

Labels:
- Step Number & Step Title
- Key Point (highlight)
- Visual Demonstration
- Step Description