



1.4.1 Customise the Quick Access Toolbar

Now that you've completed this lecture, you should be able to customise the Quick Access Toolbar (QAT) to suit your preferences.

Try the techniques on your own using the following steps

1. Open the workbook named 141 provided as a resource with this TIY. Customise the Quick Access Toolbar to include the Email, Quick Print and Conditional Formatting options.
2. Remove the options added in step 1.
3. Move the Quick Access Toolbar below the ribbon.
4. Add the Macro named DmMacro to the Quick Access Toolbar. Now remove it.