

Using Microsoft Office 2007? Here's a Quick Access Tip!

If you have changed from Microsoft Office 2003 to Microsoft Office 2007, you may find the “**ribbon**” -- with its commands distributed across the Home, Insert, Page Layout and other tabs -- somewhat bewildering. You can save time by moving the commands you use most often to the **Quick Access Bar**. That's the row of small icons displayed at the very top of the page in the Office programs. By default it has the Save, Undo, and Repeat commands. If, however, you click the small downward pointing triangle just to the right of the Quick Access Bar, you will see a menu that lets you add any other command. You can have immediate access to the commands you use most often and even completely hide the ribbon if you want.

For a Microsoft Demo of this useful feature, open any Office program, press F1, type *Quick Access* in the search field, and hit return.