

**note**

If you are used to an earlier version of Excel you might wonder where all of the toolbars have gone?

In earlier versions of Excel it was possible to create as many of your own custom toolbars as you wanted.

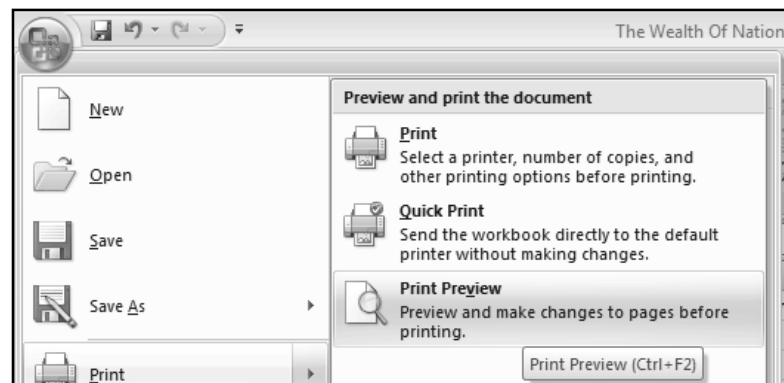
The new Ribbon based user interface (Microsoft calls this the *Fluent Interface*) means that you don't need to create toolbars to the same extent in Excel 2007, because every panel on the Ribbon is, essentially, a toolbar.

## Lesson 1-10: Customize the Quick Access Toolbar and preview the printout

In Excel 2007 you may have just one custom toolbar: the *Quick Access Toolbar*. In this lesson we'll add some useful buttons to the Quick Access Toolbar to save a few clicks.

The Quick Access Toolbar is one of the keys to being really productive with Excel 2007. This lesson will introduce you to the main features.

- 1 Open *The Wealth of Nations* from your sample folder, (if it isn't already open).
- 2 Preview how the *Life Expectancy* worksheet will look when printed.
  1. Click the *Life Expectancy* tab at the bottom of the worksheet.
  2. Click Office→Print→Print Preview:



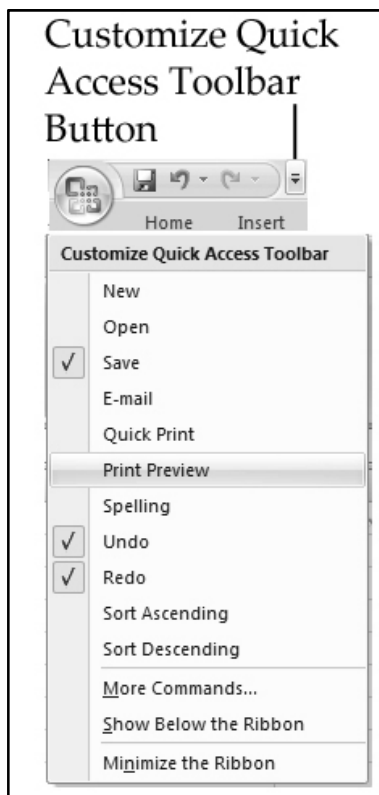
A preview of the how the page will print is displayed.

Notice that the Ribbon now displays a contextual menu because there are only a few options open to you when previewing.

3. Click the *Next Page* and *Previous Page* buttons to move through the print preview.
  4. Use the *Zoom* button to magnify the page for a clearer view.
  5. Click the *Close Print Preview* button to return to the workbook.
- 3 Add a Print Preview button to the Quick Access Toolbar.

Print Preview is a very useful feature and you'll probably use it a lot. Every time you use it, however, it is going to take three clicks of the mouse. Wouldn't it be better if you could show a print preview with just one click?

1. Click the *Customize Quick Access Toolbar* button (see sidebar).
2. Click the *Print Preview* item in the drop-down list.



**The Wealth of Nations**

## note

### Some amazing Excel features cannot be used at all without customizing the Quick Access Toolbar!

One of my favourite features in Excel 2007 is its ability to read the workbook to me via its *Text to Voice* facility.

When I have input lots of numbers from a sheet of paper and want to check them I get Excel to read them to me as I tick each off my list. This is much faster and nicer than continuously looking first at the screen, then at the paper, for each entry.

This feature is covered in depth in the Expert Skills book in this series.

You can't use this feature at all unless you add some custom buttons to the Quick Access Toolbar!

## tip

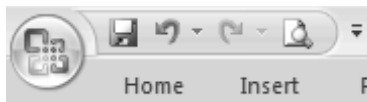
The Quick Access Toolbar is one of the keys to being really productive with Excel 2007.

Always try to minimize the number of mouse clicks needed to do common tasks.

If you find yourself forever changing tabs to use a button, change two clicks into one by adding the button to the Quick Access Toolbar.


All of those extra clicks add up to a lot of time over the weeks and years.

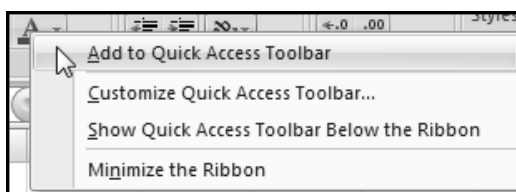
A new button now appears on the Quick Access Toolbar. You are now able to Print Preview your work with a single click of the mouse.



#### 4 Add a Font Color button to the Quick Access Toolbar.

The *More Commands...* option is available when you click the *Customize Quick Access Toolbar* button. This enables you to add any command in Excel to the toolbar. But there's an easier way!

1. Click the *Home tab* on the Ribbon (if it isn't already selected)
2. Right-click on the *Font Color* button  in the *Font Group*.



3. Click *Add to Quick Access Toolbar*.


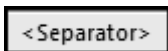



A *Font Color* button is added to the Quick Access Toolbar.



#### 5 Remove a button from the Quick Access Toolbar.

1. Right-click on the *Font Color* button you've just added to the Quick Access Toolbar. 
2. Click *Remove from Quick Access Toolbar* on the shortcut menu.

#### 6 Add separators to make heavily customized Quick Access toolbars more readable.

1. When you add many items to the Quick Access toolbar it is a good idea to use separators to split icons into logical groups.
2. Click the *Customize Quick Access Toolbar* button. 
3. Click *More Commands...* on the shortcut menu.
4. Click the  item at the top of the Commands list.
5. Click the *Add >>* button. 
6. Use the up  and down  buttons to move the separator to the required location.

Here's a screen grab of my own Quick Access Toolbar:

