CUSTOMIZING THE OFFICE 2010 INTERFACE
Introduction

In any of the Microsoft Office 2010 applications, you can now personalize the Ribbon’s interface to include custom tabs and groups that contain the commands you use most frequently.

You can:

- Change the order of tabs
- Change the order that groups appear within tabs
- Create new tabs
- Create new groups within existing tabs

How to:

1. Click the tab File | Options | Customize Ribbon or right click on any tab and then choose “Customize the Ribbon.” The current configurations are displayed on the right; on the left are displayed possible additions (see figure above).

2. To change the order of an existing tab click and drag the tab to the desired position, when the selection line appears below the tab below release the mouse. Alternatively, you may select a tab or group and then click on the Move Up or Move Down arrow buttons located on the right.
Creating a New Group in a Tab

New groups can be added to an existing tab or group within a selected tab. When adding a new group to a tab, the new group is positioned at the end of the tab's existing groups. Whereas, selecting a group on the tab positions the new group after the selection.

Quick Tip:
- Remember to change the new group's name to something meaningful, then click Ok
- Remove the group from the tab by first selecting it and then click the button Remove.

Adding Commands to a Group

To add a command to a group requires accessing the “Customize Ribbon” window.

How to:
1. Click the tab File | Options | Customize Ribbon or right click on any tab and then choose “Customize the Ribbon”
2. Click the (+) plus sign in front of any tab to display all groups within the tab.
3. Click the (+) plus sign in front of any new or existing group.
4. Commands are added from the command list in the left pane. Select a group and then add a new command. The command will be placed at the end of the group. Selecting an existing command and then adding a new command places that command behind the selection.

Quick Tip: Click on the drop down list at the top display to view additional commands.

Creating New Tabs

To create a new tab requires accessing the “Customize Ribbon” window. Repeat step one from the above instructions.

Select an existing tab and then click the button New Tab. The newly created tab and group are placed below the selected tab.

Quick Tip:
- Remember to rename the new tab and group.
- Remove a tab by selecting it and then click
Remove. The tab and related groups are removed.

- Restore

**Restoring the Ribbon’s Defaults**

The user may restore the Ribbon or a selected tab to the original defaults at any time.

*How to:*

1. Select a tab in the Customize Ribbon window and choose “Reset only selected Ribbon tab.” Only the selected tab will revert to the default setting.
2. Select “Reset all customizations” to restore the Ribbon to its original settings.

**Adding additional commands to the Quick Access Toolbar**

*How to:*

1. *Right click* on any Tab or Group and then click on “Customize Quick Access Toolbar.”

   Or

   Click on the down-arrow located on the Quick Access Toolbar and then the menu More Commands.

2. Using either method will open the Word Options dialog box. When the box opens, *click* on the down arrow under the label "Choose commands from." *Select* from the options provided to add additional commands.

*Quick Tip:*

*Right-click* on any command button located on a tab or group to add that command to the Quick Access Toolbar. In addition, to remove a command from the Quick Access Toolbar, right click the command and choose “Remove from Quick Access Toolbar.”