Using the Ribbon, Tabs, and Quick Access Toolbar

You can use the Ribbon, tabs, groups, buttons, drop-down lists, dialog boxes, task panes, galleries, and the Quick Access toolbar to modify your Office files. This section describes different tools you can use to customize your files.

The Ribbon, Tabs, and Groups

The Ribbon, which appears at the top of an Office file window, displays the many features available to use on your files. The Ribbon is a collection of tabs. On each tab are groups of features. The tabs and groups that are available on each Office application vary. Click a tab to display the groups and features available on that tab.

Some tabs always display on the Ribbon (for example the File tab and Home tabs). Other tabs are context-sensitive, which means that they only appear on the Ribbon when you select a specific object. Figure Intro-69 displays the context-sensitive Table Tools Field tab that displays in Access when you open a table.

Ribbon Display Options

The Ribbon displays by default in Office applications, but you can customize how the Ribbon displays. The Ribbon Display Options button is in the upper right corner of an Office application window (Figure Intro-70). Click the Ribbon Display Options button to select one of the three options:

- Auto-Hide Ribbon: Hides the Ribbon. Click at the top of the application to display the Ribbon.
- Show Tabs: Ribbon tabs display. Click a tab to open the Ribbon and display the tab.
- Show Tabs and Commands: Displays the Ribbon and tabs, which is the default setting in Office applications.

MORE INFO

Ctrl+F1 collapses or expands the Ribbon.

Buttons, Drop-Down Lists, and Galleries

Groups on each of the tabs contain a variety of buttons, drop-down lists, and galleries. The following list describes each of these features and how they are used:

- Button: Applies a feature to selected text or object. Click a button to apply the feature (Figure Intro-71).
- **Drop-down list**: Displays the various options available for a feature. Some buttons are drop-down lists only, so when you click one of these buttons the drop-down list of options appears (Figure Intro-72). Other buttons are **split buttons**, which have both a button you click to apply a feature and an arrow you click to display a drop-down list of options (Figure Intro-73).

- **Gallery**: Displays a collection of option buttons. Click an option in a gallery to apply the feature. Figure Intro-74 is the Styles gallery. You can click the **More** button to display the entire gallery of options or click the Up or Down arrow to display a different row of options.

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**Dialog Boxes, Task Panes, and Launchers**

Not all of the features that are available in an Office application are displayed in the groups on the tabs. Additional options for some groups display in a **dialog box** or **task pane**. A **launcher**, which is a small square in the bottom right of some groups, opens a dialog box or displays a task pane when you click it (see Figure Intro-76).

- **Dialog box**: A new window that opens to display additional features. You can move a dialog box by clicking and dragging the title bar, which is the top of the dialog box where the title is displayed. Figure Intro-75 shows the **Format Cells** dialog box that opens when you click the **Alignment** launcher in Excel.
• **Task pane**: Opens on the left or right of the Office application window. Figure Intro-76 shows the Clipboard pane, which is available in all Office applications. Task panes are named according to their feature (for example Clipboard pane or Navigation pane). You can resize a task pane by clicking and dragging its left or right border. Click the X in the upper right corner to close a task pane.

**ScreenTips**

*ScreenTips* display descriptive information about a button, drop-down list, launcher, or gallery selection. When you place your pointer on an item on the Ribbon, a ScreenTip displays information about the selection (Figure Intro-77). The ScreenTip appears temporarily and displays the command name, keyboard shortcut (if available), and a description of the command.

**Radio Buttons, Check Boxes, and Text Boxes**

Dialog boxes and task panes contain a variety of features you can apply using radio buttons, check boxes, text boxes, drop-down lists, and other buttons (Figure Intro-78).

• **Radio button**: A round button you click to select one option from a list of options. A selected radio button has a solid dot inside the round button.

• **Check box**: A square button you click to select one or more options. A check appears in a check box you have selected.

• **Text box**: An area where you can type text.

A task pane or dialog box may also include drop-down lists or other buttons that open additional dialog boxes. Figure Intro-78 shows the Page Setup dialog box in Excel, which includes a variety of radio buttons, check boxes, text boxes, drop-down lists, and other buttons that open additional dialog boxes (for example the Print and Options buttons).

**Quick Access Toolbar**

The **Quick Access toolbar** is located above the Ribbon on the upper left of each Office application window. It contains buttons to apply commonly used commands such as Save, Undo, Redo, and Open (Figure Intro-79). The Undo button is a split button. You can click the
button to undo the last action performed or you can click the drop-down arrow to display and undo multiple previous actions.

Customize the Quick Access Toolbar

You can customize the Quick Access toolbar to include features you regularly use, such as Quick Print, New, and Spelling & Grammar. The following steps show how to customize the Quick Access toolbar in Word. The customization process is similar for the Quick Access toolbar in the other Office applications.

1. Click the **Customize Quick Access Toolbar** drop-down list on the right edge of the Quick Access toolbar (Figure Intro-80).
2. Select a command to add to the Quick Access toolbar. The command displays on the Quick Access toolbar.
   - Items on the Customize Quick Access Toolbar drop-down list with a check mark are commands that are displayed on the Quick Access toolbar.
   - Deselect a checked item to remove it from the Quick Access toolbar.
3. Add a command that is not listed on the Customize Quick Access Toolbar by clicking the Customize Quick Access Toolbar drop-down list and selecting More Commands. The Word Options dialog box opens with the Quick Access Toolbar area displayed (Figure Intro-81).
4. Click the Customize Quick Access Toolbar drop-down list on the right and select For all documents or the current document.
   - If you select For all documents, the change is made to the Quick Access toolbar for all documents you open in Word.
   - If you select the current document, the change is made to the Quick Access toolbar in that document only.
5. Select the command to add from the alphabetic list of commands on the left and click the Add button.
   - If you can't find the command you're looking for, click the Choose commands from drop-down list and select All Commands.
   - The list on the right contains the commands that display on the Quick Access toolbar.
6. Rearrange commands on the Quick Access toolbar by selecting a command in the list on the right and clicking the Move Up or Move Down button.
7. Click OK to close the Word Options dialog box.