

From: LSA Learn <LSALearn@scstatehouse.gov>  
To:  
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Subject: LSA Tech Tip - Quick Access Toolbar



**LSA  
Tech-Tips**  
Tips and useful information for  
Members & Staff of the South Carolina State Legislature

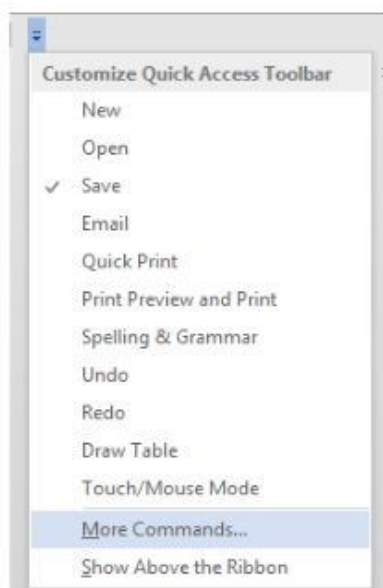
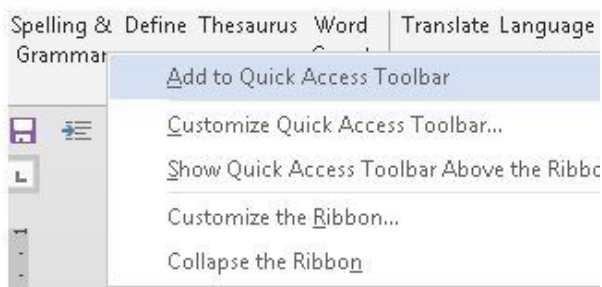
## Quick Access Toolbar

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The Quick Access toolbar (QAT) gives you access to commonly used features in all Office programs. You can add or remove buttons to suit your needs, and move it from one of two possible locations.



To add a command that already appears elsewhere on the Ribbon:

1. Click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Right-click the command, and select Add to Quick Access Toolbar on the shortcut menu.



To add other commands:

1. Click the down arrow on the QAT and select More Commands.
2. Under Choose commands from, select Popular Commands, Commands Not in the Ribbon, or All Commands.
3. Find the command in the list, then click Add.

[click here to watch a short video and view more options](#)

Direct questions or comments to [lsalearn@scstatehouse.gov](mailto:lsalearn@scstatehouse.gov) or 803.212.4420