


Lesson 4: To Begin – Customize Office**To Begin – Customize Office**

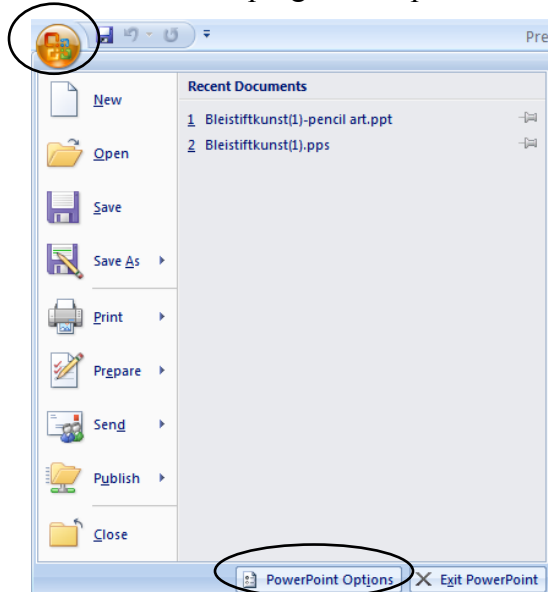
Each of us needs to set up a work environment that is comfortable and meets our individual needs. As you work with Office 2007, you may choose to modify the options that are available. Some options are specific to an individual program. Some options modify the environment in all the Office 2007 programs. Here are initial suggestions with which to start.

Exercises

1. [Customizations that Affect All the Office Programs](#)
2. [Customizations that Affect Only the Active Office Program](#)

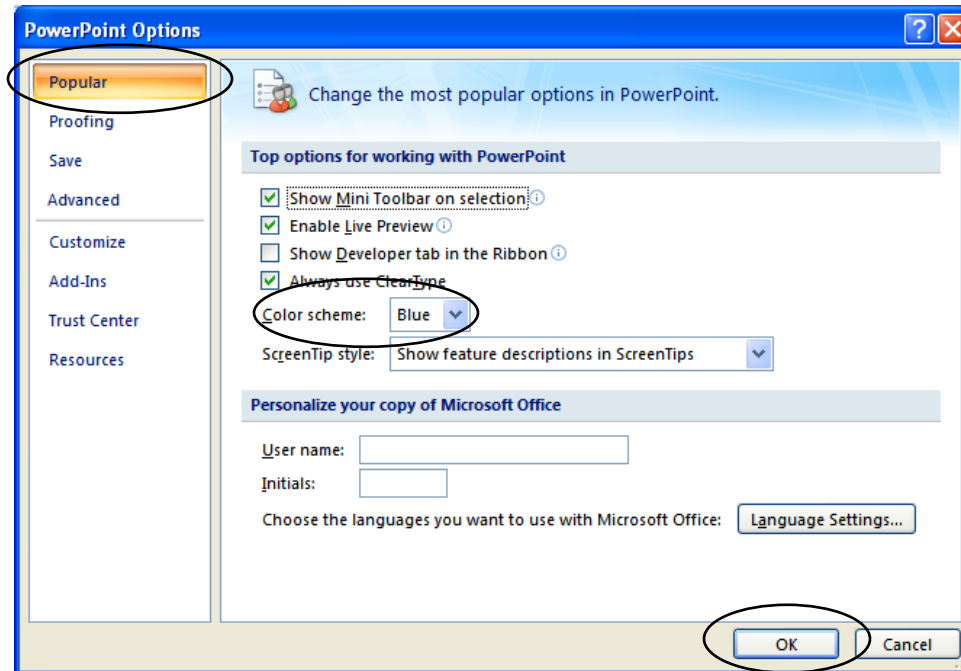
Lesson 4: To Begin – Customize Office**Exercise 1: Customizations that Affect
All the Office Programs****Select a color scheme.**

1. Open Word, Excel or PowerPoint. You may want to choose the program that you use most frequently. Use that program's interface to select a color scheme. The color scheme that you select will carry over to all the Office programs.
2. Click on the Office button .
3. Click on that program's Options button.



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- The application's Options box is displayed.
Verify that **Popular** is selected in the Options box.
- Click on the down arrow for Color scheme to select Blue, Silver or Black.
- Click on OK.



- You may want to repeat these steps to try out each of the three color schemes to help you make a final choice.

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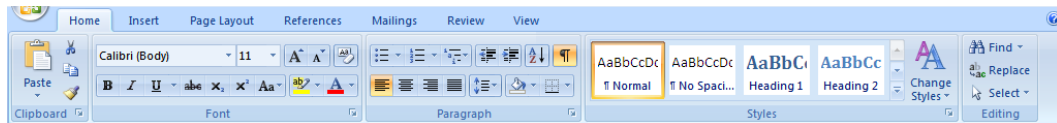
Verify that the entire Ribbon is shown.

The Ribbon is optimized for a screen resolution of 1024 x 768. If your screen resolution is set lower, such as 800 x 600, the Ribbon will not display as shown in these lessons. At a lower resolution, the Ribbon will reorganize itself to display less. If visually you need or prefer the lower resolution, be assured that a reorganized Ribbon works well. However, it will look different than the examples shown and that may be less productive.

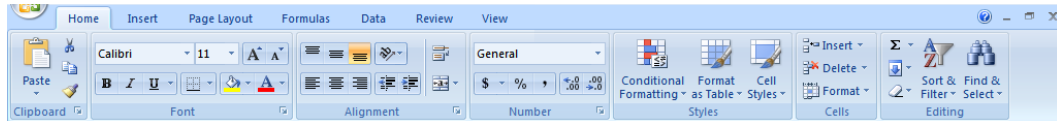
1. Continue to use the Office program that you have open.
2. Compare the Ribbon's Home command tab with that program's Home command tab as shown below.

You only need to check in one program. If one Ribbon is displayed in full, then all the Ribbons in all the programs are displayed in full.

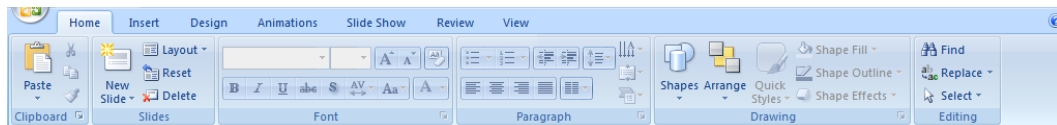
Word



Excel





PowerPoint

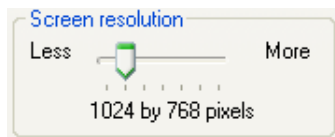


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3. If you cannot see the entire Ribbon, the screen resolution can be changed. Follow the instructions for your operating system, either Windows XP or Vista.

To change the resolution in Windows XP:



- a. Click on the Start button  on Window's taskbar. This button is at the bottom of your screen in the left corner.
- b. Point to **Settings**.
- c. Select **Control Panel**.
- d. In the Control Panel window, double click on the **Display** icon  .
- e. In the Display properties box, select the **Settings** tab.
- f. In the Screen resolution frame of the Settings tab, drag the slider to **1024 by 768 pixels**.



- g. Click **OK**.

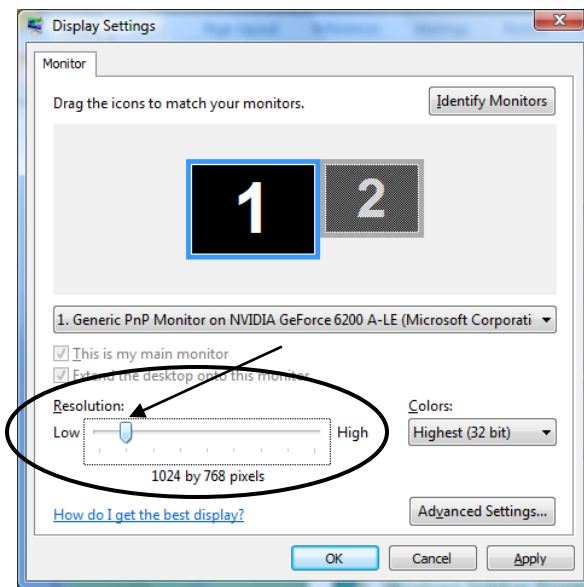
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To change the resolution in Vista:

- a. Click on the Start icon  on Vista’s taskbar. This icon is at the bottom or your screen in the left corner.
- b. Select **Control Panel**.
- c. In the Control Panel window, click on  **Appearance and Personalization**.
- d. In the Personalization area, click on the link **Adjust screen resolution**.



- e. In the Display Settings dialog box, drag the slider for Resolution to **1024 by 768 pixels**.



- f. Click **OK**.

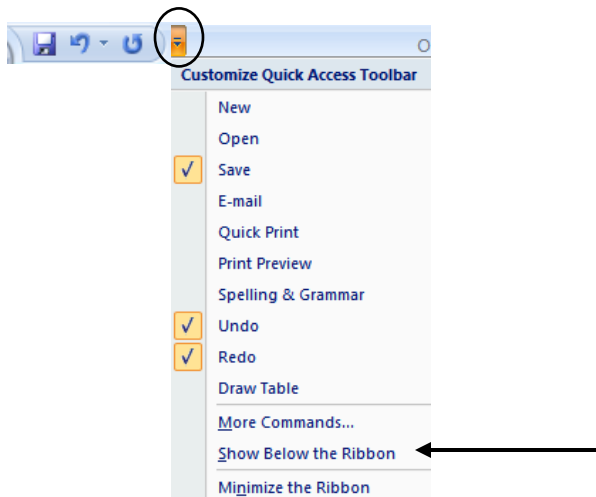
Lesson 4: To Begin – Customize Office**Exercise 2: Customizations that Affect Only the Active Office program****Move the Quick Access toolbar**

The Quick Access toolbar is displayed to the right of the Office Button. It can be moved below the Ribbon. Why move it?

- The commands are closer to your work area.
- The toolbar is customizable. Since the toolbar can occupy more space when moved, it can hold more tools of your choice.

In Office 2007, the Quick Access toolbar is the only toolbar that you can customize. You no longer can create or modify menus and toolbars, as you could in Office 2003. This is your chance to modify your work space to better meet your style. In each of the Office 2007 programs, you can customize the toolbar for the way you work in that program. Your Quick Access toolbar in Word may be different than the Quick Access toolbar in Excel.

To move the toolbar, click on its down arrow and select **Show Below the Ribbon**.



Lesson 4: To Begin – Customize Office**Customize the Quick Access toolbar**

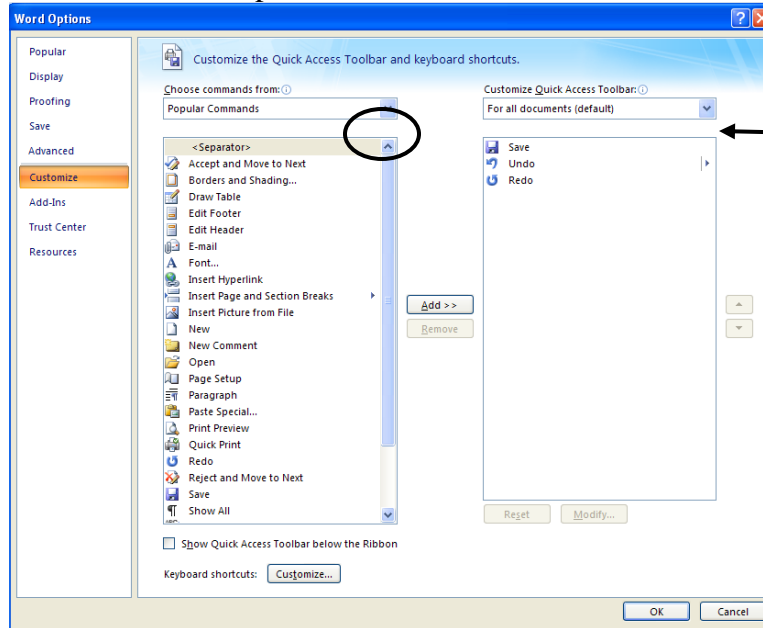
It is recommended that you follow the instructions on page 6 to move the Quick Access toolbar to **Show Below the Ribbon**, before customizing it. This move allows more room to add commands to the toolbar.

1. Click on the down arrow on the Quick Access toolbar.
2. Select [More Commands...](#)



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- The Options window is displayed for the particular Office program that is active. In this example, Word is used.

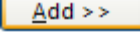


TIP:
 To use the customized toolbar for all the documents for this program, leave the default setting of **For all documents (default)**.
 To use the customized toolbar in only the open document, save the document first. Then, select the document name at the down arrow.

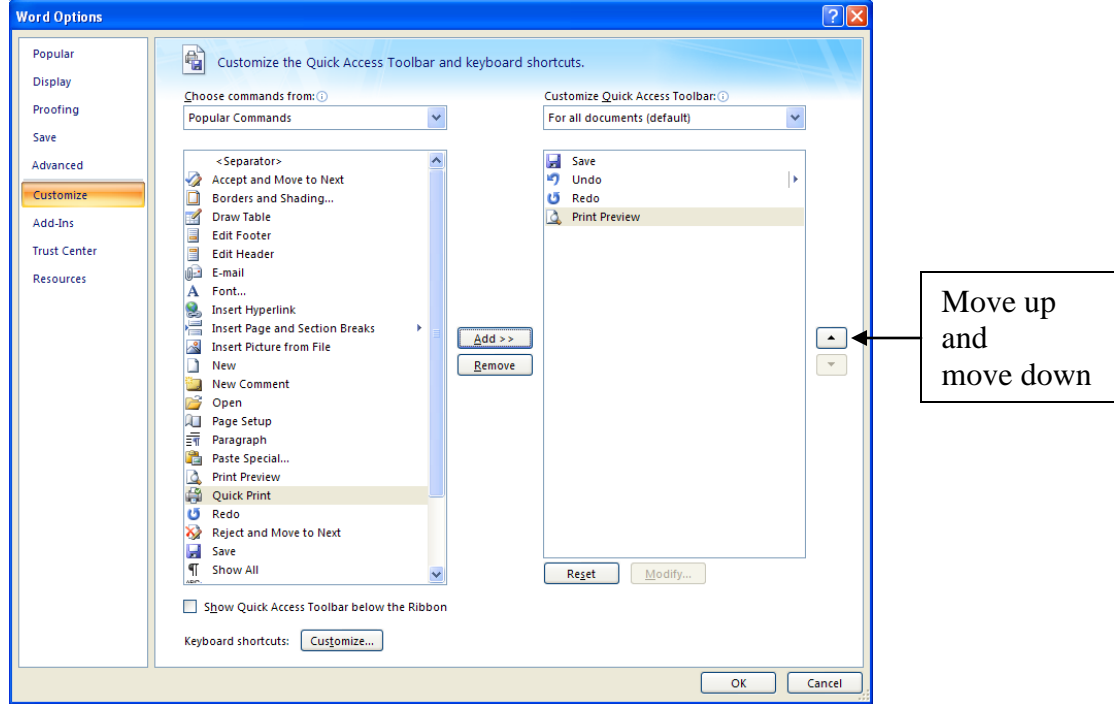
- In the **Choose commands from** list box, click on the down arrow to select the type of commands to display in the large list box on the left side of the window.

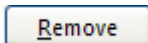
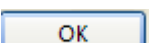
In the screenshot shown above, **Popular Commands** is the option selected. The large list box displays a list of frequently-used commands.

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- Click to select a command in the list and click . The selected command is added to the Quick Access toolbar list on the right side of the window.

In this example, the Print Preview command is added to the toolbar.



- Repeat steps 3 and 4 until the commands you need are added to the toolbar.
- To place the commands in a different order on the toolbar, click on the command to move so that the command is selected. Use the move up and move down arrows.
- To remove a command from the toolbar, click on the command to select it. Then, click on .
- Click  to accept and save your changes. The Quick Access toolbar displays the new commands. 