Unit 1: Module 3, Activity 2

Set up your Quick Access Toolbar

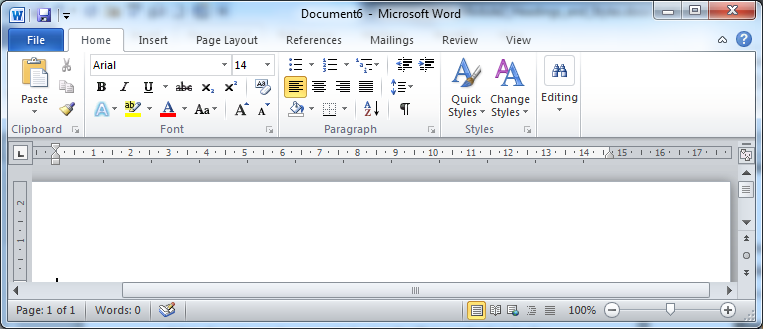
[Word 2010 2](#_Toc482690116)

[Word 2007 5](#_Toc482690117)

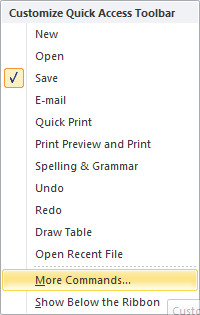
[Word 2003 8](#_Toc482690118)

# Word 2010

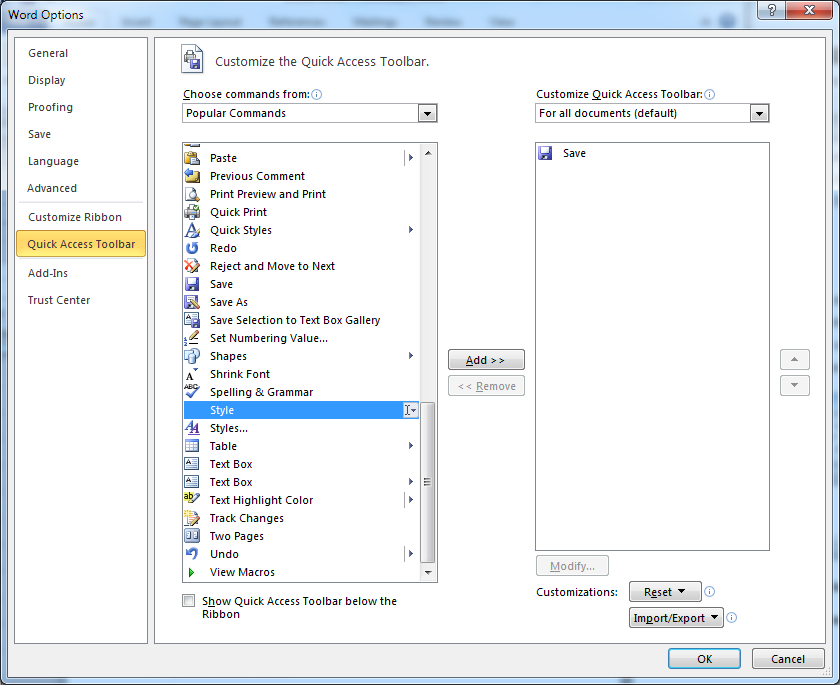
* Open Word
* In the top left of the screen you will see the Word icon and possible the “save as” disc icon next to it. Alongside will be an icon showing a line with a triangle underneath – this is the “Customise Quick Access Toolbar” icon.



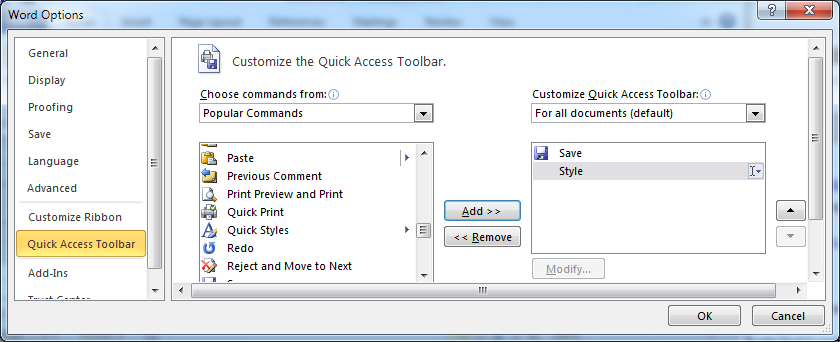
* Select the “**Customise QAT**” icon
* Select “**More commands**” from the drop-down menu



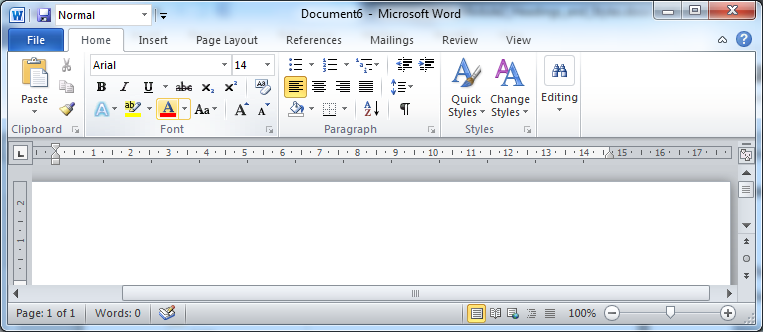
* Select “**Style**” (not “Styles”) from the list of commands
* Select “**Add**”



* The “**Style**” command now appears in the right window
* Select “**OK**”



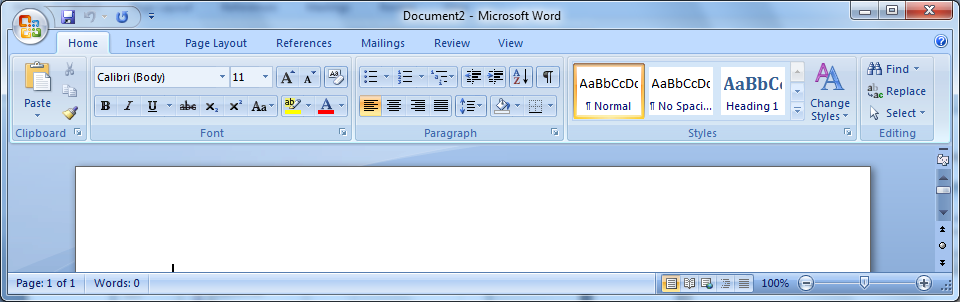
* The “**Style**” drop-down menu now appears on your QAT.



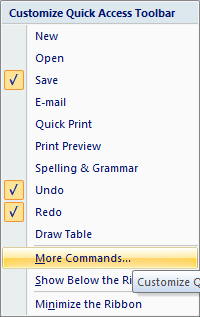
You can select styles from the drop-down menu or place your cursor in the box to highlight the existing style name and start typing the style name you require.

# Word 2007

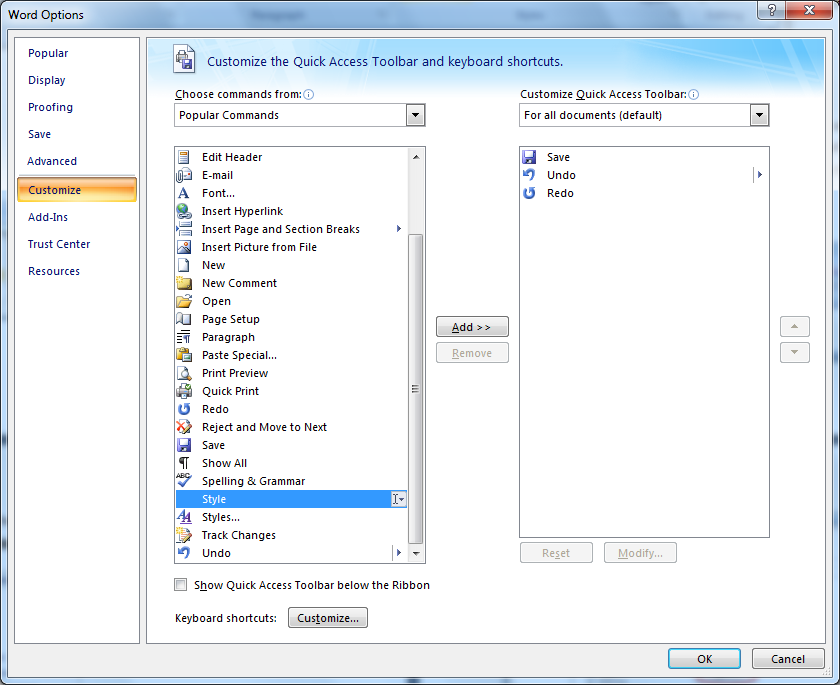
* Open Word
* In the top left of the screen you will see the Word icon and possible the “save as” disc icon next to it. Alongside will be an icon showing a line with a triangle underneath – this is the “Customise Quick Access Toolbar” icon.



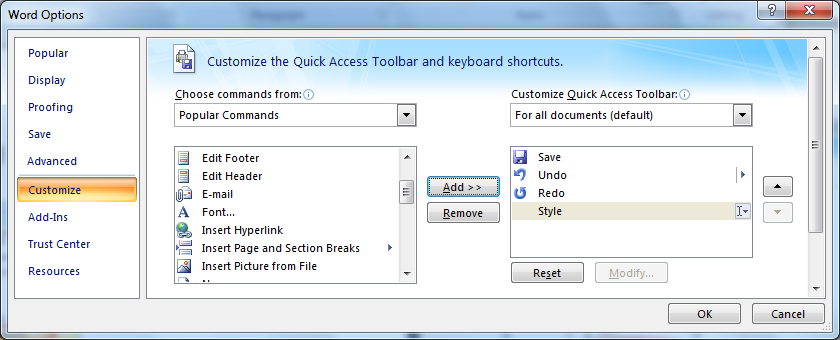
* Select the “**Customise QAT**” icon
* Select “**More commands**” from the drop-down menu



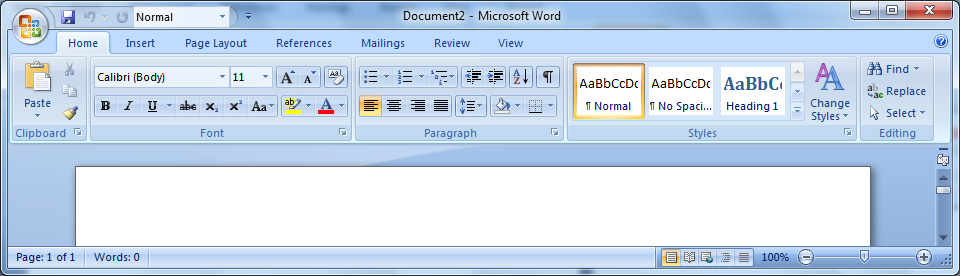
* Select “**Style**” (not “Styles”) from the list of commands
* Select “**Add**”



* The “**Style**” command now appears in the right window
* Select “**OK**”



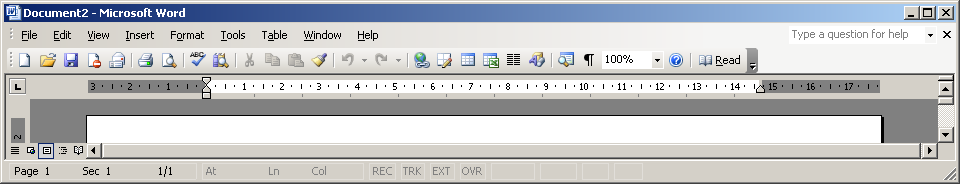
* The “**Style**” drop-down menu now appears on your QAT.



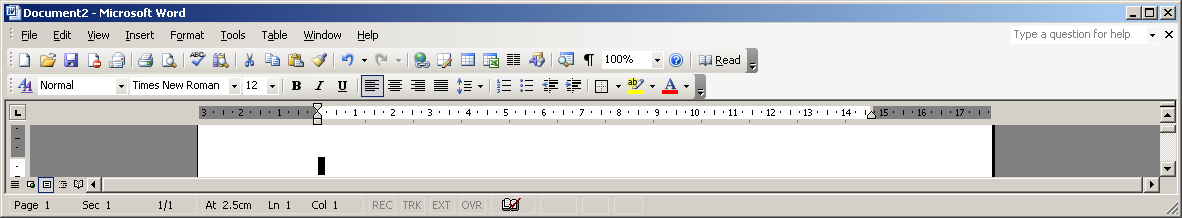
You can select styles from the drop-down menu or place your cursor in the box to highlight the existing style name and start typing the style name you require.

# Word 2003

* Open Word
* At the top of the screen you will see “**Standard**” toolbar, listing the headings for the drop-down menus, such as “File, Edit, View, Insert, Format”.



* **Right click** your mouse anywhere on the “**Standard**” toolbar
* Select “**Formatting**” from the drop-down menu
* You will now see the “**Formatting**” toolbar.
* The “**style**” box will have the word “Normal” in the window



You can select styles from the drop-down menu or place your cursor in the box to highlight the existing style name and start typing the style name you require.

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