

Office Button

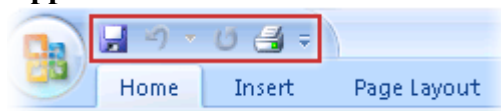
Microsoft Office Button  replaces the **File** menu and is located in the upper-left corner of these Microsoft Office programs.

When you click the **Microsoft Office Button** , you see the same basic commands available in earlier releases of Microsoft Office to open, save, and print your file.



Quick Access Toolbar

Upper-left corner next to the Microsoft Office Button  (default location)



or position below ribbon

The Quick Access Toolbar is a **customizable toolbar** that contains a set of commands. You can add buttons that represent commands to the Quick Access Toolbar. You can move the Quick Access Toolbar from one of the two possible locations.

You can add a command to the Quick Access Toolbar from a list of commands in the

Program Name Options dialog box - **Click Customize Quick Access Toolbar** . **Add commands** to your Quick Access Toolbar