

General

Formulas

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center



Customize the Quick Access Toolbar.

Choose commands from:

Popular Commands

- < Separator >
- Add or Remove Filters
- Borders
- Calculate Now
- Center
- Conditional Formatting
- Copy
- Create Chart
- Custom Sort...
- Cut
- Decrease Font Size
- Delete Cells...
- Delete Sheet Columns
- Delete Sheet Rows
- Email
- Fill Color
- Font
- Font Color
- Font Size
- Format Cells
- Format Painter
- Freeze Panes
- Increase Font Size
- Insert Cells...

Add >>

<< Remove

Customize Quick Access Toolbar:

For all documents (default)

- Save
- Undo
- Redo
- Center

Modify...

Customizations:

Reset

Import/Export

☐ Show Quick Access Toolbar below the Ribbon

OK

Cancel