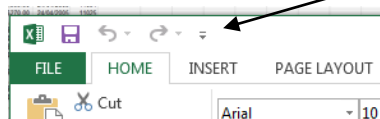## Adding Items to the Quick Access Toolbar
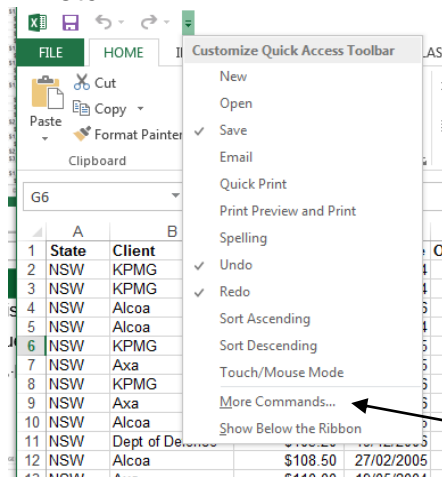## in Excel 2016

Adding Items to the Quick Access Toolbar in Excel 2016
The quick access toolbar appears at the top left of the screen.
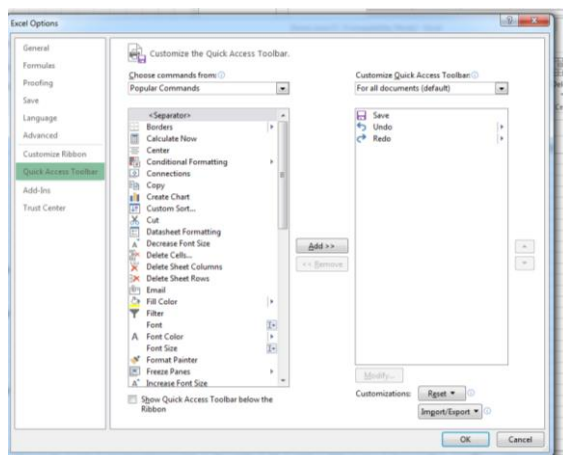By default it contains a Save icon, Undo and Redo icons.

- ✍ You can easily customise it to your own preferences by clicking the drop arrow at the end of the toolbar.

- ✍ From here you can quickly add items such as Print Preview, Open, Email etc.

- ✍ If the shortcut you want isn't on the list, click More Commands to locate it.

- ✍ Choose desired shortcuts and click Add.

  You can change the sequence by selecting an option and clicking the up or down arrows.
- ✍ Click OK to finalise the toolbar.