

Adding Items to the Quick Access Toolbar in Excel 2016

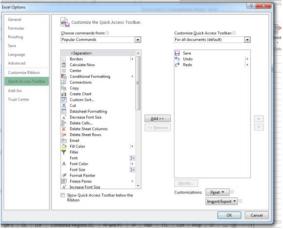
The quick access toolbar appears at the top left of the screen. By default it contains a Save icon, Undo and Redo icons.

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Trom here you can quickly add items such as Print Preview, Open, Email etc.

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



¹ Choose desired shortcuts and click Add.

You can change the sequence by selecting an option and clicking the up or down arrows.

 \mathcal{T} Click OK to finalise the toolbar.