

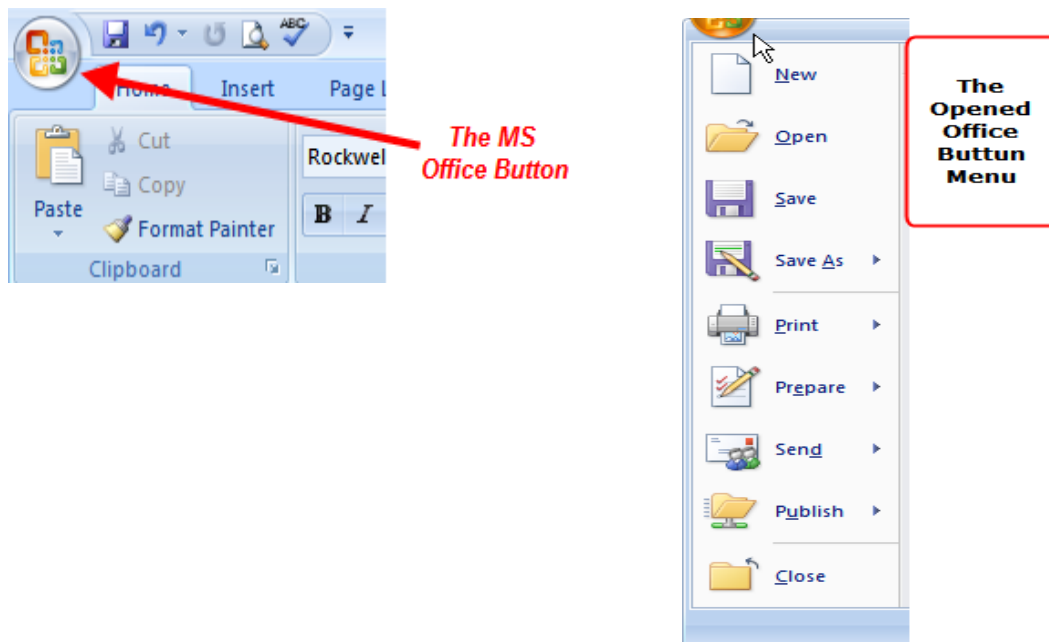
Tuesday TechTip:

Where is my File Menu?

Users familiar with Office might be wondering how to create, open, or save a new file. The *File Menu* is history, but not to worry. All of the commands are still available by clicking on the new and improved **MS Office Button**!

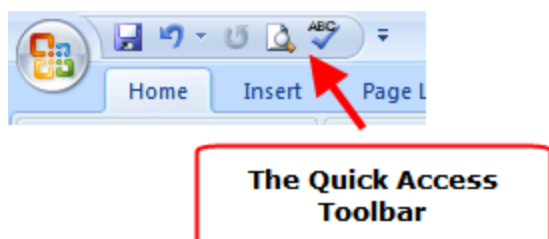
So what are the differences between the old File Menu and the Office Button?

Not much on the surface. You can quickly access the same commands that were available in early versions of Office by a single click on the Office Logo in the top left hand corner of the application.



The Quick Access Toolbar.

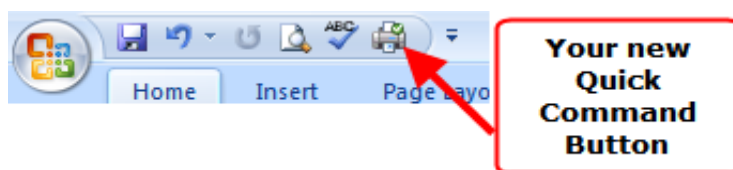
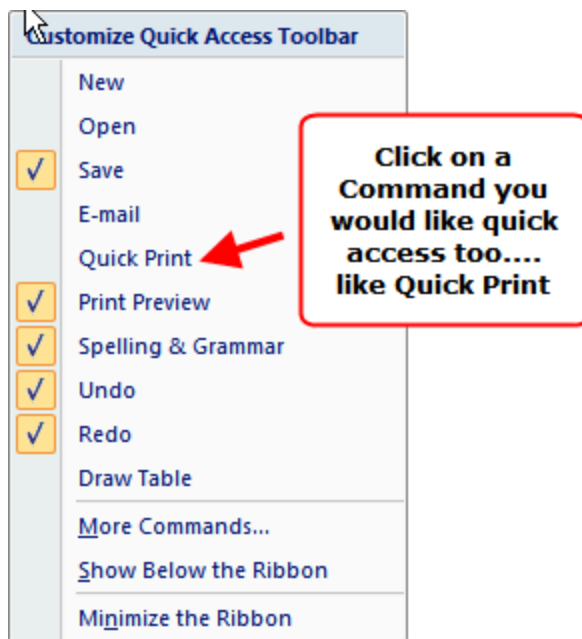
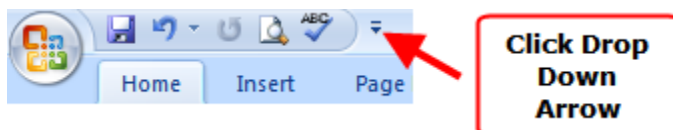
Immediately to the right of the MS Office Button is the *Quick Access Toolbar*. This toolbar allows one click access to some the most commonly used commands you may use in an application.



Customize The Quick Access Toolbar.

You can easily customize the Quick Access Toolbar so that you have access to your most used commands.

1. Single Click on the *drop down arrow* at the far right portion of the Toolbar.
2. Check the desired command. The new command icon will appear in your *Quick Access Toolbar*.
3. Or click *more commands* to see a full list of choices and further customize your toolbar.



4. With a few clicks of the mouse, you can have easy access to your most commonly used commands and save time in the process.

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>

