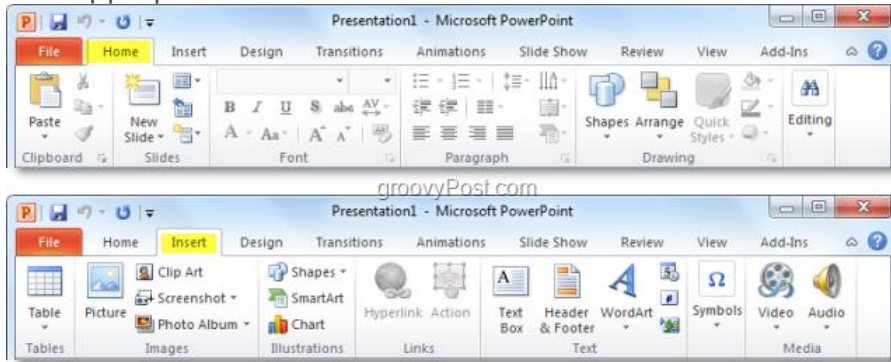


Outlook 2010 Tips and Tricks

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How To Customize The Office 2010 Ribbon

By default, the layout of the Office 2010 ribbon is already cleaner and more organized than it was back in 2007. As already mentioned, the **File** tab on the far left gives you all the older legacy commands you're used to from all windows apps (Save, Print, Share etc...). Also, the **Home** tab has all of the formatting options you could possibly need, as well as a few extra menu items. Further down each subsequent ribbon tab is organized with appropriate actions and commands.

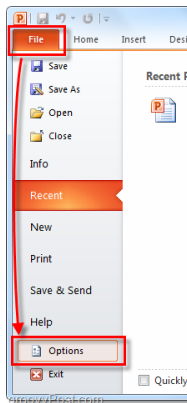


Sometimes however you might find yourself using a single command from the **Design** tab but then 90% of the rest of the time you're in the **Home** tab. You can save yourself valuable time by swapping the commands around or you can just create a whole **New Ribbon** with everything you need in it.

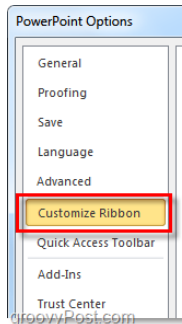
Here's how:

How To Customize The Office 2010 Ribbon

1. From an Office 2010 application (*Word, Excel, Outlook, etc...*) Click **File** and then **Select Options**.



2. In the *Options* menu Click **Customize Ribbon**.

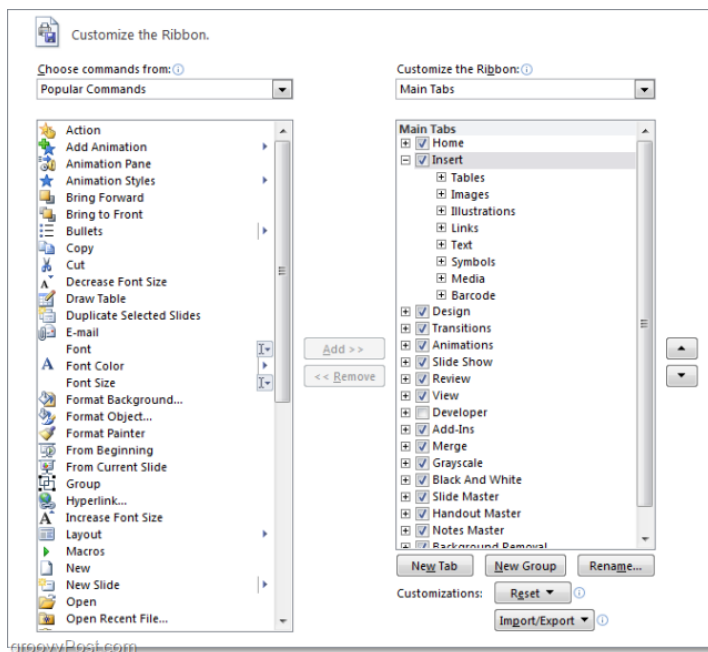


3. The customization window.

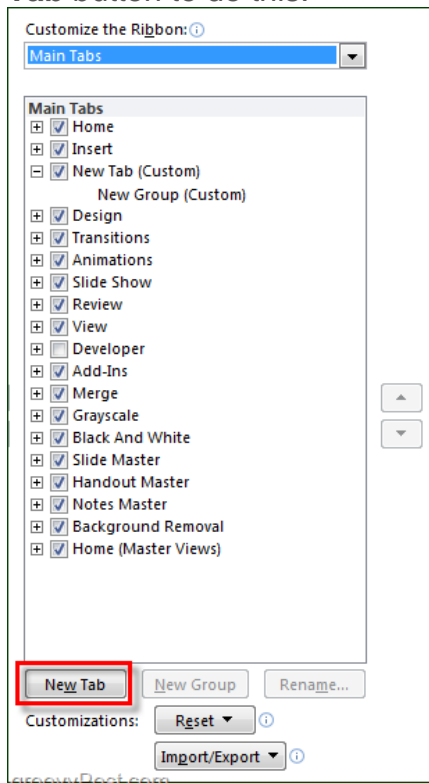
The new Ribbon is super customizable. Here are some of the things you can do here:

- Add commands to a group.
- Change which tabs appear in what order.
- Add new tabs.
- Make new groups inside of a tab.
- Change the order in which tab groups appear.

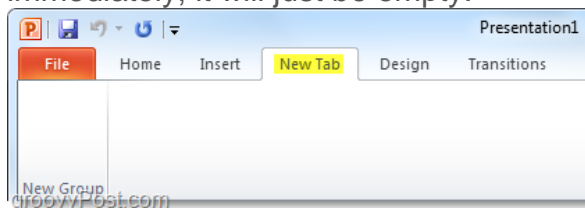
Although some of these actions are relatively self-explanatory, we'll do a brief introduction to get started on it.



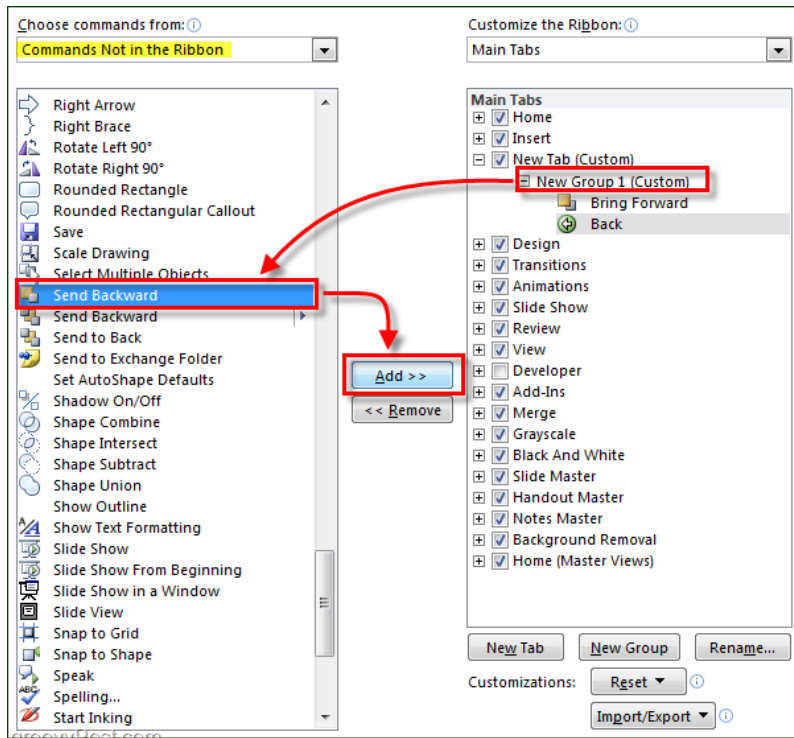
4. A good first step in making a custom ribbon is creating a **New Tab**. *Click the New Tab button to do this.*



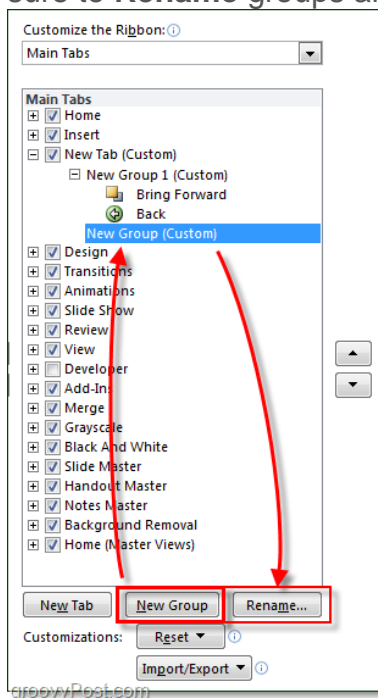
4.b If you leave this tab blank as it is, you'll see its presence reflected in the ribbon immediately, it will just be empty.



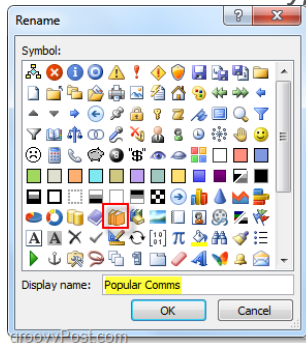
5. Next let's add some commands. On the *Right-Pane* in the options menu, *Click the Group* that is under the **Tab** you just created. Once you've done that *Choose an action* from the left column and *Click Add*.



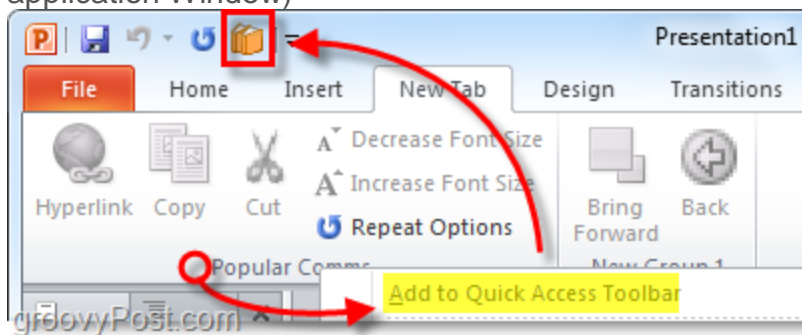
6. It's a good idea to organize using multiple Groups within tabs, so *Click New Group* button from the Right Panel. To keep things organized and avoid confusion, also be sure to **Rename** groups and tabs.



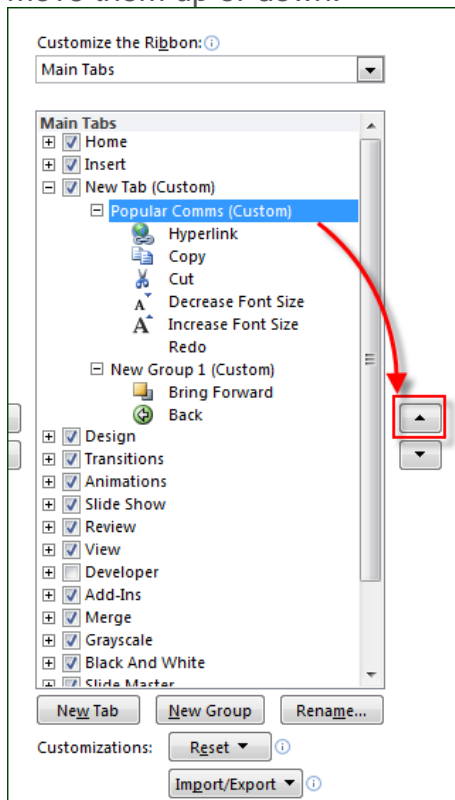
7. The rename window has an assortment of icons to choose from, pick whichever you like best and then *Type* in a name and *Click* **OK**.



7.b If later on you find yourself wondering “What is the icon for tabs and groups in the Office 2010 Ribbon for?” here is the answer. When you add the particular group to the Quick Access Toolbar, it will show the icon there. (Located at the top left of your Office application Window)



8. Now that we've got some content in the new ribbon tab, let's move things around. *Select the **Tab** or **Group*** and then use the arrows on the side of the box to move them up or down.



That just about sums up ribbon customization. Of course now that you know how to create your own ribbons, you can always go in and edit the pre-made ribbons available in Office 2010 making the built-in ribbons even more helpful and user friendly!

