

Stop drilling down to find the same function that you use repeatedly. Add the command to the Quick Access Toolbar and keep it at your fingertips!

1. On the menu Ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Right-click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.

To see an example of this tip, click this link:
<http://screencast.com/t/blOrEyucT>