## QUICK TIP

SENSS Assistive Technology 'Quick Tip': Create your own 'Custom Tab' in Microsoft Word, Excel or PowerPoint

Q: How can I easily find the tools I use most often, within Microsoft Word, Excel or PowerPoint?

A: You are able to create your own 'Custom Tab' within Microsoft Word, Excel or PowerPoint, where you can select which tools you want to appear in it. This can be really useful for anyone who regularly uses the same set of tools, to give easy access, as well as reduce visual clutter on the screen.

How to create a 'Custom Tab', within Microsoft Word:

1. Within Microsoft Word, do a 'right-click' anywhere on the top 'Ribbon' of tabs (where it says File, Home, etc.)

2. Click ***Customize the Ribbon***

3. In the window that opens, click on ***New Tab.***

4. Drag this 'New Tab' to the position you would like it to appear on the 'Ribbon' of tabs. I would recommend putting it just before the 'Home' tab, so that it is the default tab that opens.
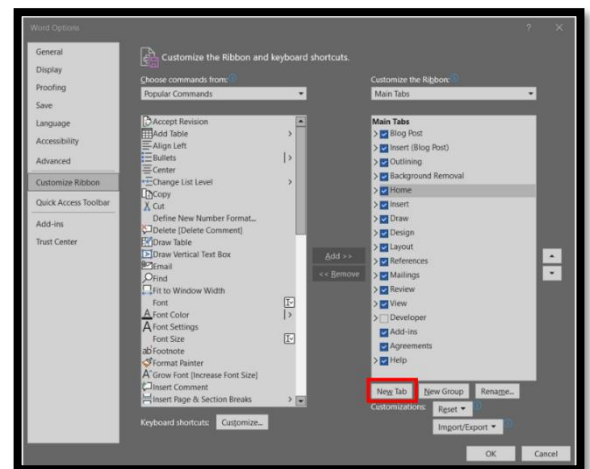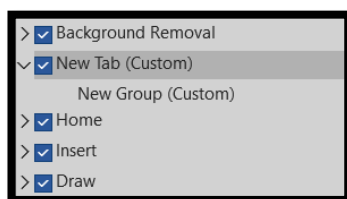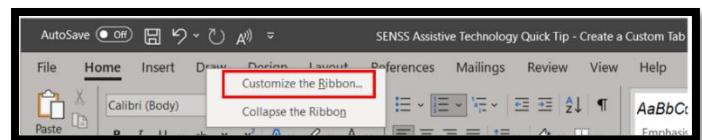
5. Whilst the 'New Tab' is selected, click on ***Rename*** to give the tab a name. This could be called 'My Tab' or your actual name.

6. If you want tools to be clustered under specific 'Groups' within your 'Custom Tab', these can be created and renamed as you wish.

7. In the 'Command' list on the left, find the tools you wish to add to your 'Custom Tab'. You may need to select 'All Commands' from the drop-down menu, to show all options.

8. For each tool, click to select it, then click on select where you want it to be added. Then click the ***Add*** button. You can reverse this action by clicking the ***Remove*** button.

9. Once all your tools have been added, click ***OK***.

PLEASE NOTE: If you are unable to carry out this process, please contact your IT dept.