

note

There are many more commands available in Excel 365 than there are in Excel 2016

In this lesson, I have shown screen grabs from the Excel 2016 Quick Access Toolbar but Excel 365 users will notice an extra button (included on the quick access toolbar by default):



The new button adds more space between commands to make Excel easier to use with a touch screen.

With the increasing availability of touch screen computers running Windows 10, this is a very useful new Excel 365 feature if you use this type of device.

If you are using Excel 2016 (the pay once, use forever version of Excel) you will not be able to use this feature.

Lesson 1-14: Customize the Quick Access Toolbar and preview the printout

You can customize the *Quick Access Toolbar* to suit your own special requirements. In this lesson, you'll add some useful buttons to the *Quick Access Toolbar* to save a few clicks when accessing common commands.

The *Quick Access Toolbar* is one of the keys to being really productive with Excel. This lesson will introduce you to the main features.

- 1 Open *The Wealth of Nations* from your sample files folder.
- 2 Preview how the *Life Expectancy* worksheet will look when printed.

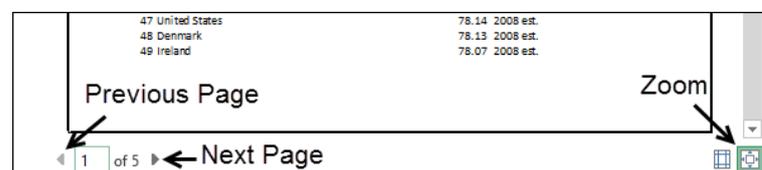
1. Click the *Life Expectancy* tab at the bottom of the worksheet.
2. Click: File→Print.

Backstage View is displayed.

Backstage view displays a huge number of print-related features. A preview of how the page will look when it is printed is displayed on the right-hand side of the screen.

3. Click the *Next Page* and *Previous Page* buttons to move through the print preview.

Notice there's a button to the bottom-left of the preview pane that allows you to cycle through each page:



4. Use the *Zoom* button to magnify the page for a clearer view. (You may not notice much of a zoom if you have a large screen).



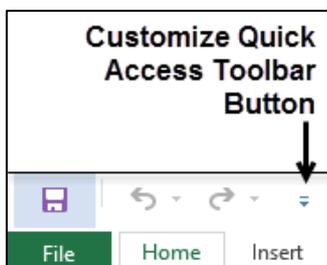
5. Click the *Back* button at the top left of *Backstage View* to return to the workbook.

- 3 Add a *Print Preview* button to the Quick Access Toolbar.

The quick *Print Preview* offered by the *Backstage View* is a very useful feature and you'll probably use it a lot. Every time you use it, however, it is going to take two clicks of the mouse. Wouldn't it be better if you could show a print preview with just one click?

1. Click the *Customize Quick Access Toolbar* button (see sidebar).
2. Click the *Print Preview and Print* item in the drop-down list.

A new button now appears on the Quick Access Toolbar. You are now able to *Print Preview* your work with a single click of the mouse.



The Wealth of Nations

note

Some amazing “hidden” Excel features cannot be used at all without customizing the Quick Access Toolbar or the Ribbon

One of my favourite “hidden” features in Excel 2016 is its ability to read the workbook to me via its *Text to Voice* facility.

When I need to input lots of numbers from a sheet of paper and want to check them, I get Excel to read them to me as I tick each off my list. This is much faster and nicer than continuously looking first at the screen, then at the paper, for each entry.

This feature is covered in depth in the *Expert Skills* book in this series.

You can't use this feature at all unless you either add some custom buttons to the Quick Access Toolbar or customize the Ribbon.

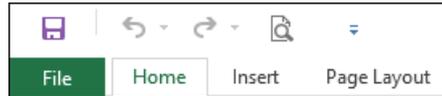
tip

The Quick Access Toolbar is one of the keys to being really productive with Excel 2016.

Always try to minimize the number of mouse clicks needed to do common tasks.

If you find yourself forever changing tabs to use a button, change two clicks into one by adding the button to the Quick Access Toolbar.

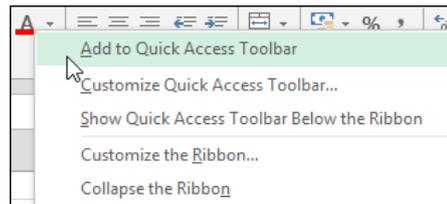
All of those extra clicks add up to a lot of time over the weeks and years.



4 Add a *Font Color* button to the Quick Access Toolbar.

A *More Commands...* option is available when you click the *Customize Quick Access Toolbar* button. This enables you to add any of Excel's commands to the toolbar. But there's an easier way!

1. Click the *Home* tab on the Ribbon (if it isn't already selected).
2. Right-click on the *Font Color* button  in the *Font Group*.



3. Click *Add to Quick Access Toolbar* from the shortcut menu.

A *Font Color* button is added to the Quick Access Toolbar.



5 Remove a button from the Quick Access Toolbar.

1. Right-click on the *Font Color* button that you've just added to the Quick Access Toolbar. 
2. Click *Remove from Quick Access Toolbar* from the shortcut menu.

6 Add separators to make a heavily customized Quick Access Toolbar more readable.

When you add many items to the Quick Access Toolbar it is a good idea to use separators to split icons into logical groups.

1. Click the *Customize Quick Access Toolbar* button. 
2. Click *More Commands...* from the shortcut menu.
3. Click the  item at the top of the *Commands* list.
4. Click the *Add >>* button. 
5. Use the up  and down  buttons to move the separator to the required location.
6. Click the *OK* button.

Here's a screen grab of my own Quick Access Toolbar. I've added buttons for all of the features I use most often. This means that I can always access these features with a single click of the mouse:

