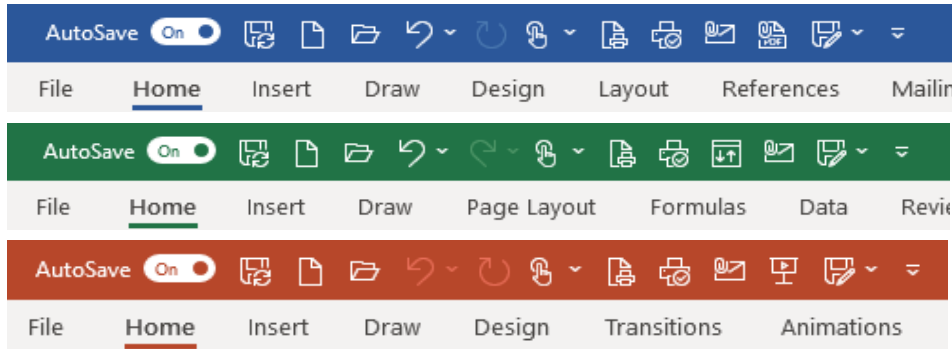


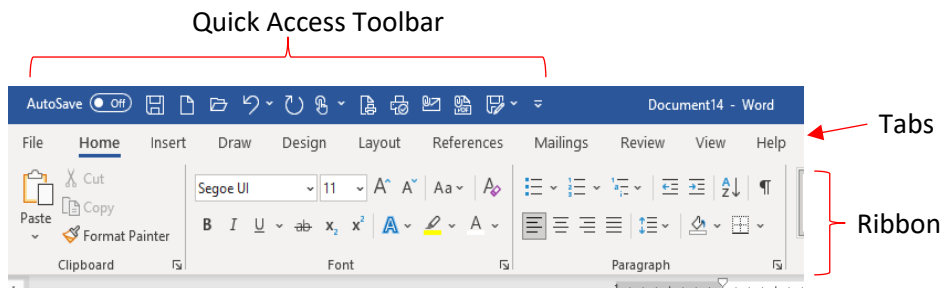
ORGANIZING YOUR WORK APPS

- **Setup a Quick Access Toolbar in each your office applications with the same layout:**



Example of my Quick Access Toolbar from three of my applications

The customizable Quick Access Toolbar contains a set of commands that are independent of the currently displayed tab on the ribbon. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

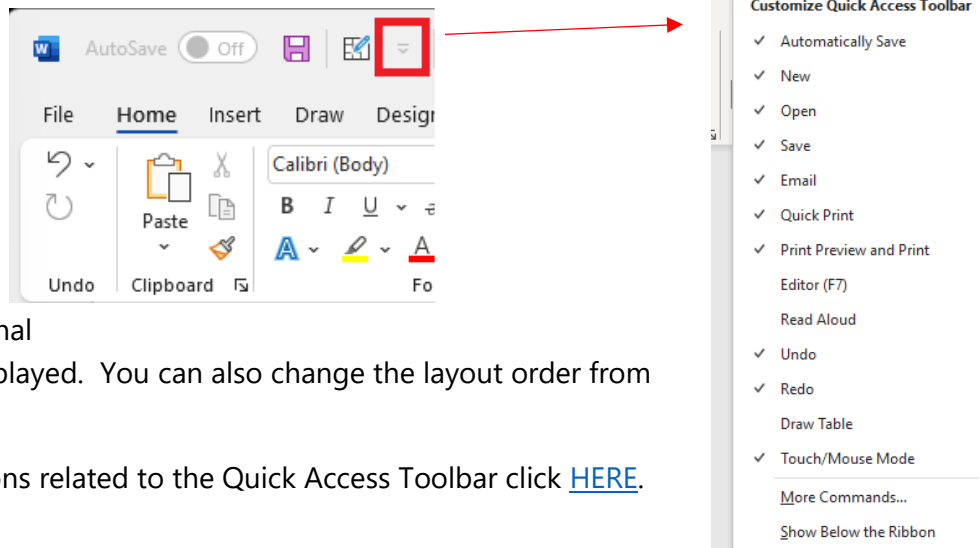


To setup up the toolbar, click the dropdown on the end of the toolbar:

Select the items you want on the toolbar by checking from the menu or by selecting More Commands at the bottom and choose the additional

commands you want to see displayed. You can also change the layout order from this location.

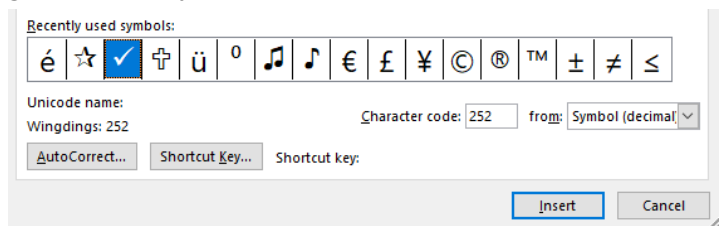
For more information and options related to the Quick Access Toolbar click [HERE](#).



- **Create Shortcut keys to commonly needed tasks:**

For detail information and options related to the Creating Shortcut keys click [HERE](#).

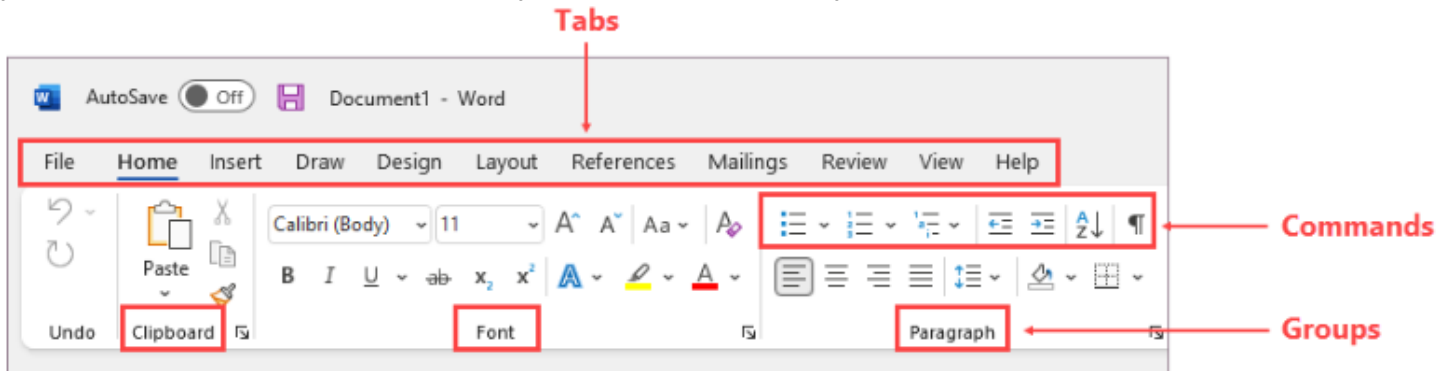
Shortcut keys can also be setup (in Word) for frequently used Symbols. To setup, go to the Insert tab, select Symbols, find the symbol you use, select the Shortcut Key button, apply a shortcut key preference and save.



ORGANIZING YOUR WORK APPS

- **Customize Your Ribbon or Create Your Own Ribbon:**

You can personalize your ribbon to arrange tabs and commands in the order you want them, hide or unhide your ribbon, and hide those commands you use less often. Also, you can export or import a customized ribbon.



If mostly work on one Ribbon (ie. Home) but you have frequently use a tasks from another Ribbon, you can customize that Ribbon to add the frequently used task. Or if you prefer, you can create your very own Customized Ribbon that only contains the tasks you want.

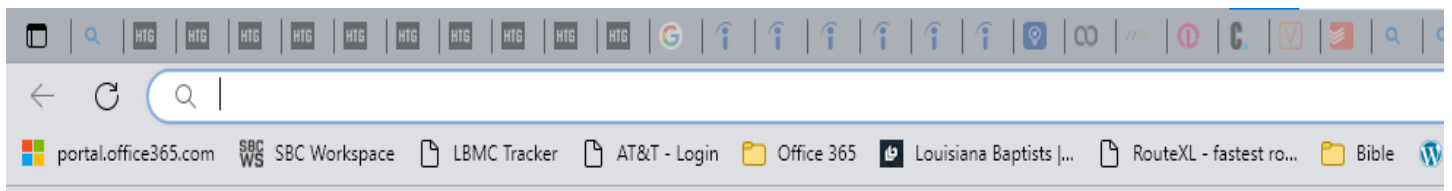
Note: Your customizations apply only to the Office program you're working in at the time. If you want similar customizations in your other Office apps, you'll have to open each of those apps to make the same changes. Although you can't share customizations between apps, you can export your customizations to share with others or use on other devices.

For more information and options related to the Customizing your Ribbons click [HERE](#).

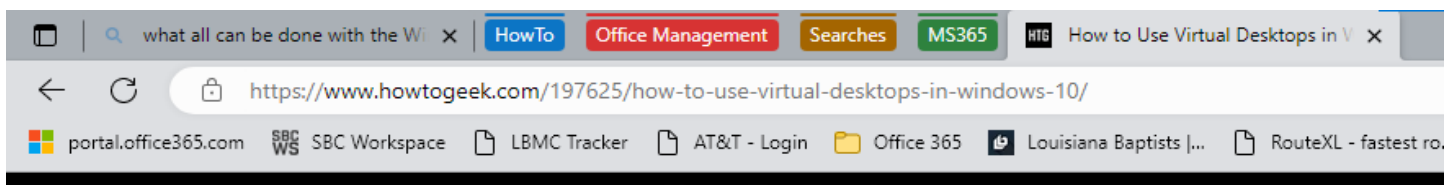
- **Organize Your Browser:**

Create a tab group:

- Choose one of the tabs that you want to include in a group — any will do — and right-click on it.
- Select Add Tab to Group > New Group
- Type in the name of the new group, choose a color, and hit Return.



Before Groups



After Groups

Additional options, using frequent site location tools allow you to save and organize tabs that you don't need everyday but refer to often. The Microsoft Edge tool called '[Collections](#)' is native, while Chrome has an add-on file extension called '[OneTab](#)'. Both are easy to set up and use to help clear out the clutter of your browser.