

# **Technology Webinar**

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## **Customizing Quick-Access Toolbars Office 2007**

# Online Workshop

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- **Adobe Connect overview**
- **Quick-Access toolbar**

**Word** – 14 commands

**PowerPoint** – 15 commands

**Excel** – 14 commands

# Online Handouts

<http://webclass.org>



Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

TEAMS for Teachers

Attendance

Gradebook

1 Gradebook Options

2 Category Setup

3 Copying Categories

4 Adding Assignments

5 Entering Grades

6 Copying Assignments

Parent Portal

Progress Report

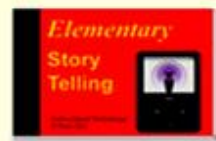
Report Card

Transfer Grade

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

## Elementary Storytelling in iTunes

View all 21 digital stories from El Paso ISD teachers and students



View In iTunes

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

## Technology Webinars

using Adobe Connect

Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Using Paint for Math-Science-Lang Arts

Using HP webcam for Digital Storytelling

Windows 7 Features



# Login

Adobe® Acrobat® Connect™ Pro Meeting

## Customizing Quick-Access Toolbar in Office 2007

- Enter as a Guest

Type your name:

First and Last name

Enter Room

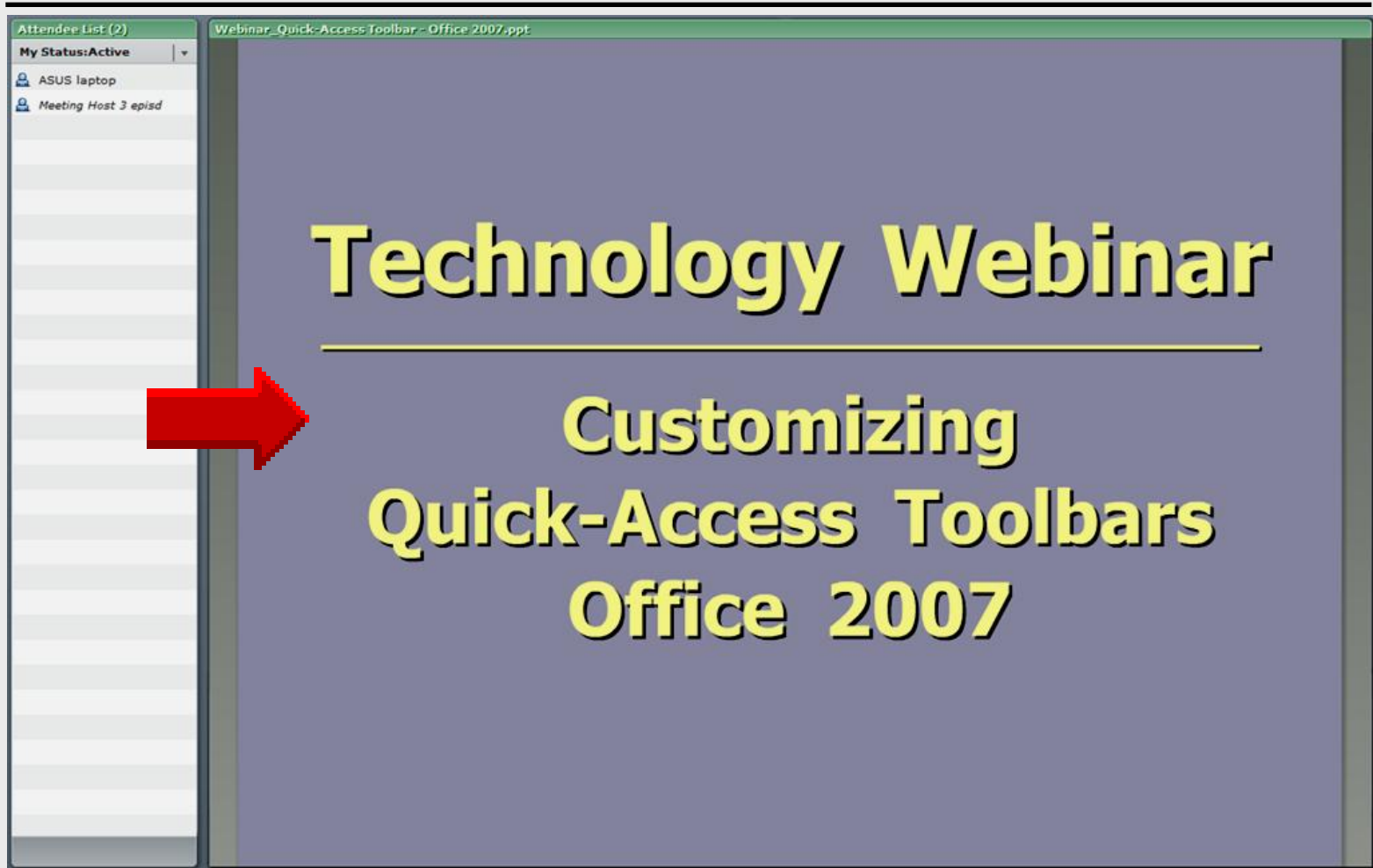
- Enter with your login and password



# Attendee List

The screenshot displays a webinar interface. On the left, there is a vertical panel titled "Attendee List (2)". It shows "My Status: Active" and two participants: "ASUS laptop" and "Meeting Host 3 episd". On the right, a presentation slide is visible with a purple background and yellow text. The slide title is "Technology Webinar", followed by a horizontal line, and then "Customizing Quick-Access Toolbars Office 2007". A large red arrow points from the attendee list area towards the slide content.

# Presentation Area



The screenshot shows a webinar interface. On the left is an 'Attendee List (2)' panel with the following details:

- My Status: Active
- ASUS laptop
- Meeting Host 3 episd

The main presentation area displays a slide with the following text:

## Technology Webinar

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### Customizing Quick-Access Toolbars Office 2007

A red arrow points from the left side of the slide towards the text 'Customizing Quick-Access Toolbars Office 2007'.

# Notes

The screenshot shows a webinar interface. On the left is an 'Attendee List (2)' panel with 'My Status: Active' and two attendees: 'ASUS laptop' and 'Meeting Host 3 episod'. The main area displays a presentation slide titled 'Technology Webinar' with a subtitle 'Customizing Quick-Access Toolbars Office 2007'. A red arrow points to the 'Note' section at the bottom of the slide, which lists a series of 'Summer Technology Webinars' with dates and topics.

**Attendee List (2)**  
My Status: Active  
ASUS laptop  
Meeting Host 3 episod

**Webinar\_Quick-Access-Toolbar - Office 2007.ppt**

## Technology Webinar

### Customizing Quick-Access Toolbars Office 2007

**Note**  
Summer Technology Webinars

- July 11 Mon - Customizing Quick-Access Toolbar in Office 2007 (2:00)
- July 18 Mon - Using HP webcam for Digital Storytelling (2:00)
- July 25 Mon - Customizing Quick-Access Toolbar in Office 2007 (2:00)
- Aug 01 Mon - EasyTech: Using Paint for Math-Science-Lang Arts (2:00)
- Aug 08 Mon - EasyTech: Using Paint for Math-Science-Lang Arts (2:00)

# Chat

The screenshot displays a webinar interface. On the left, an 'Attendee List (2)' panel shows 'My Status: Active' and two participants: 'ASUS laptop' and 'Meeting Host 3 episod'. The main area shows a presentation slide titled 'Webinar\_Quick-Access-Toolbar - Office 2007.ppt' with the following text: 'Technology Webinar', 'Customizing Quick-Access Toolbars', and 'Office 2007'. A red arrow points to the 'Chat' input field at the bottom left. The chat area is currently empty, and the recipient is set to 'Everyone'.

# Recording Attendance

## Customizing Quick-Access Toolbars in Office 2007

**Complete form  
at session end**

Items 1 – 2 – 3  
**required**

Comments always  
**optional**

Thank you for attending this online workshop. Complete this sign-in form to record your attendance. Email if you encounter any problems.

Larry Nelson  
Instructional Technology  
El Paso Independent School District  
[LNELSON@episd.org](mailto:LNELSON@episd.org)

\* Required

FIRST name \*

LAST name \*

School \*

Comments (optional)

Submit

Powered by [Google Docs](#)



# **Technology Webinar**

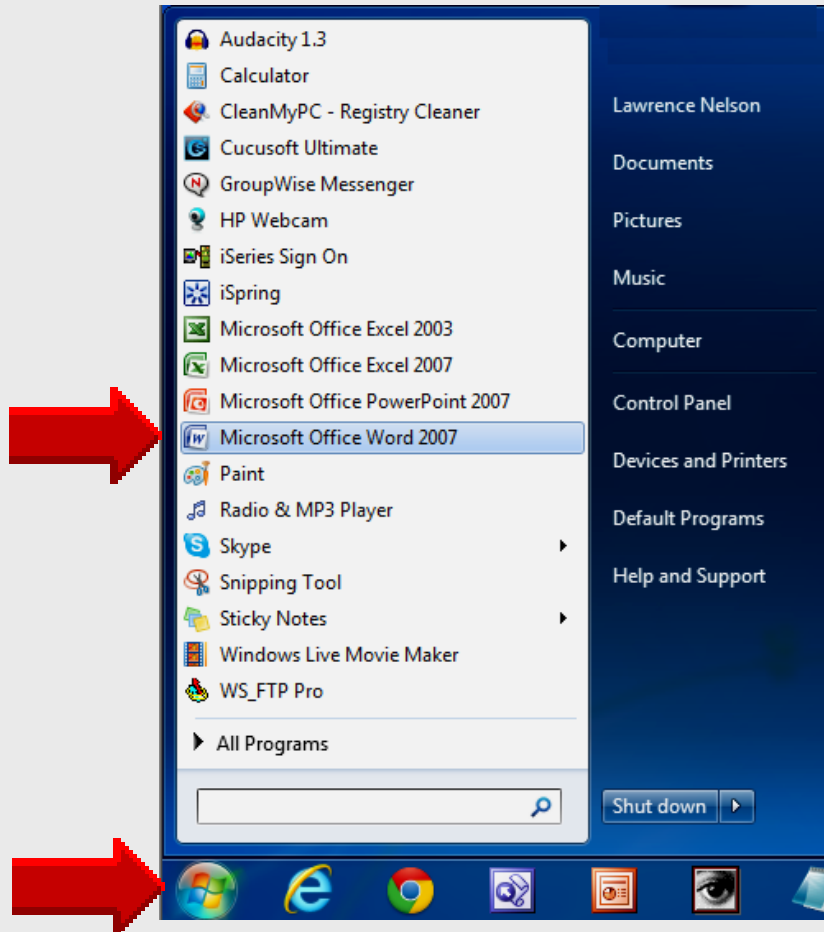
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## **Customizing Quick-Access Toolbars Word**

# Open *Microsoft* Word

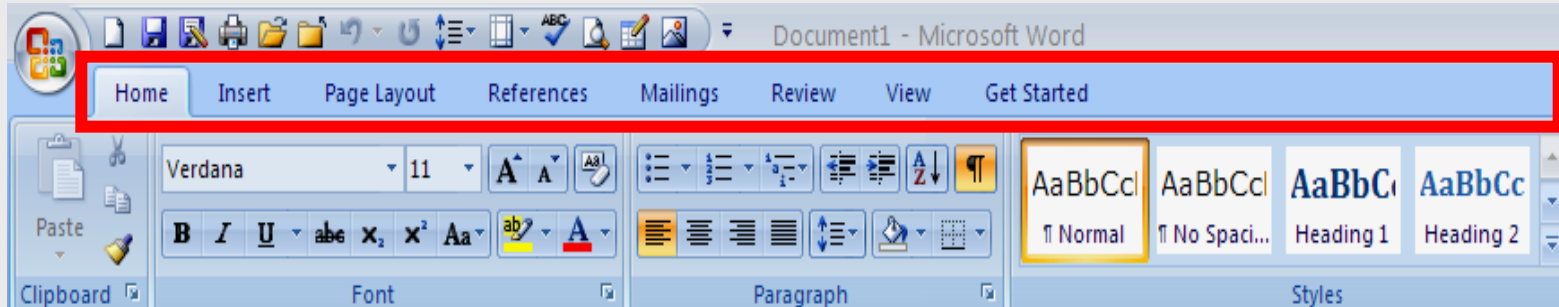
- Click **Start** – **Microsoft Word 2007**

**Start**

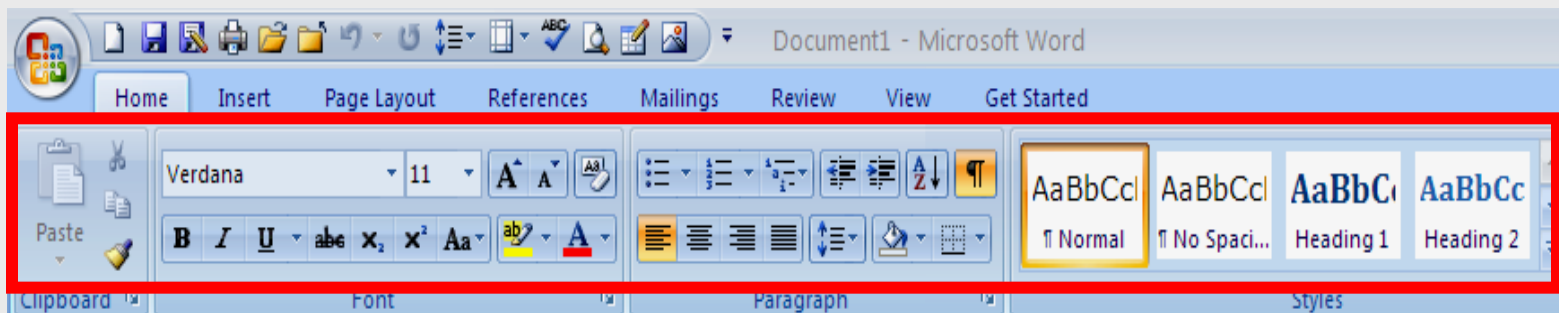


# Ribbon

## Tabs



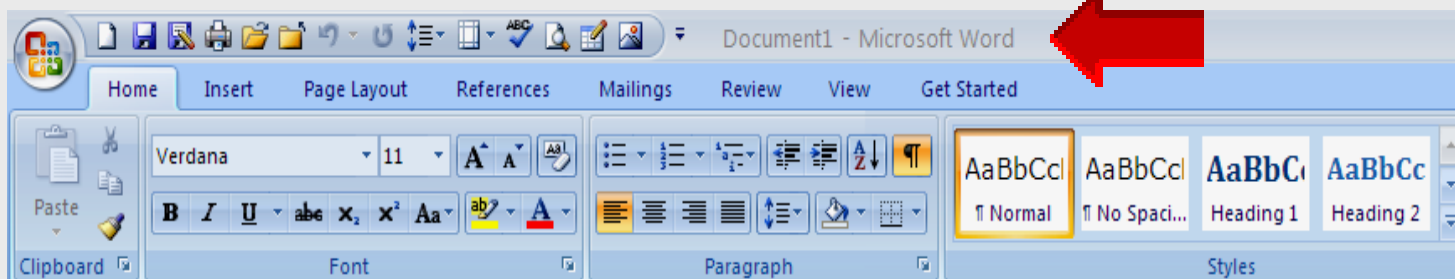
## Commands



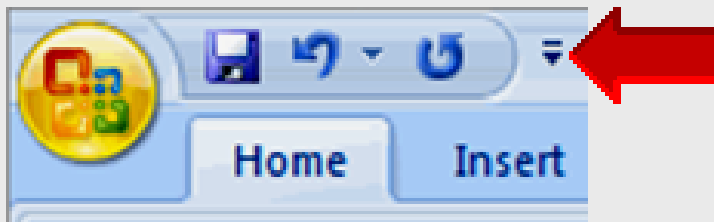
# Quick-Access Toolbar

- Customizable toolbar containing commands independent of the tab currently displayed

Quick-Access Toolbar – 14 commands or shortcuts



Quick-Access Toolbar – 3 commands by default



# Quick Access Toolbar

The image shows the Microsoft Word interface. At the top, the ribbon includes tabs for Home, Insert, Page Layout, References, Mailings, Review, View, and Get Started. The Quick Access Toolbar is located in the top-left corner, containing icons for New, Open, and Save. A red arrow points to a small downward-pointing arrow on the right side of the Quick Access Toolbar. Below the ribbon, the 'Customize Quick Access Toolbar' dialog box is open, displaying a list of commands with checkboxes. The 'E-mail' and 'Quick Print' items are highlighted with a red box. A red arrow points to the 'More Commands' button at the bottom of the dialog box.

Document1 - Microsoft Word

Home Insert Page Layout References Mailings Review View Get Started

Customize Quick Access Toolbar

- New
- Open
- Save
- E-mail
- Quick Print
- Print Preview
- Spelling & Grammar
- Undo
- Redo
- Draw Table

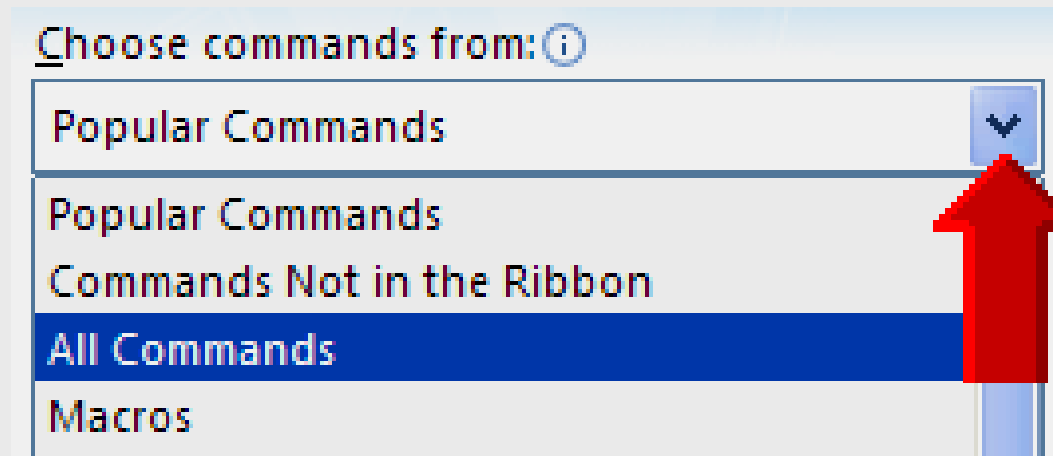
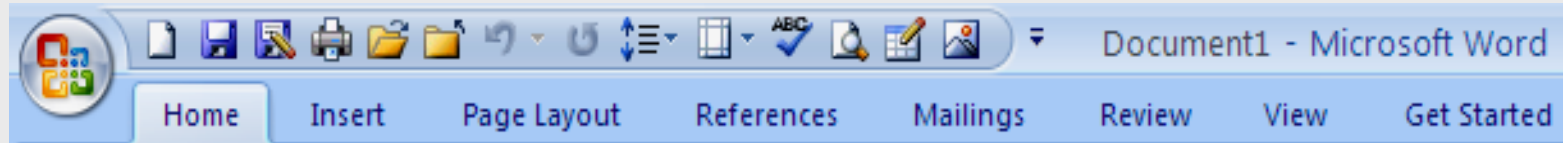
More Commands

Minimize the Ribbon

**Click arrow  
*for* menu**

**More Commands**

# Quick Access Toolbar



**Use pull-down menu**  
**Select All Commands**

# All Commands

Select  
command



Customize the Quick Access Toolbar and keyboard shortcuts.

Choose commands from: **All Commands**

Customize Quick Access Toolbar: For all documents (default)

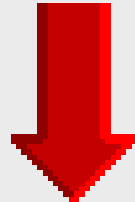
- Clear
- Clear Form Field
- Clear Formats
- Clear Formatting
- Clear Table Style
- Clear WordArt
- Clip Art...
- Clipboard
- Clipboard
- Close**
- Close All
- Close Header and Footer
- Close Header and Footer
- Close Ink Tools
- Close Ink Tools
- Close or Exit
- Close Outline View
- Close Outline View
- Close Pane
- Close Print Preview
- Close Window
- Close/Close All
- Closing...

- Save
- Undo
- Redo
- New
- Open
- Print Preview
- Spelling & Grammar
- Draw Table

**Add >>** **Remove**

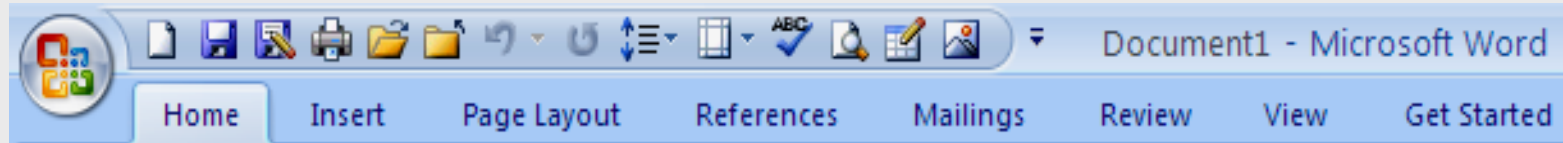
~~Reset~~ **Modify...**

Show Quick Access Toolbar below the Ribbon

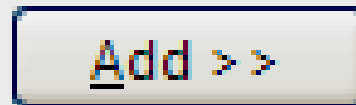


Click **Add** to add  
command to list

# Quick Access Toolbar



**New**



**Open**

**Close**

**Save**

**Insert Picture from File**

**Print Preview**

**Line spacing**

**Spelling**

**Margins**

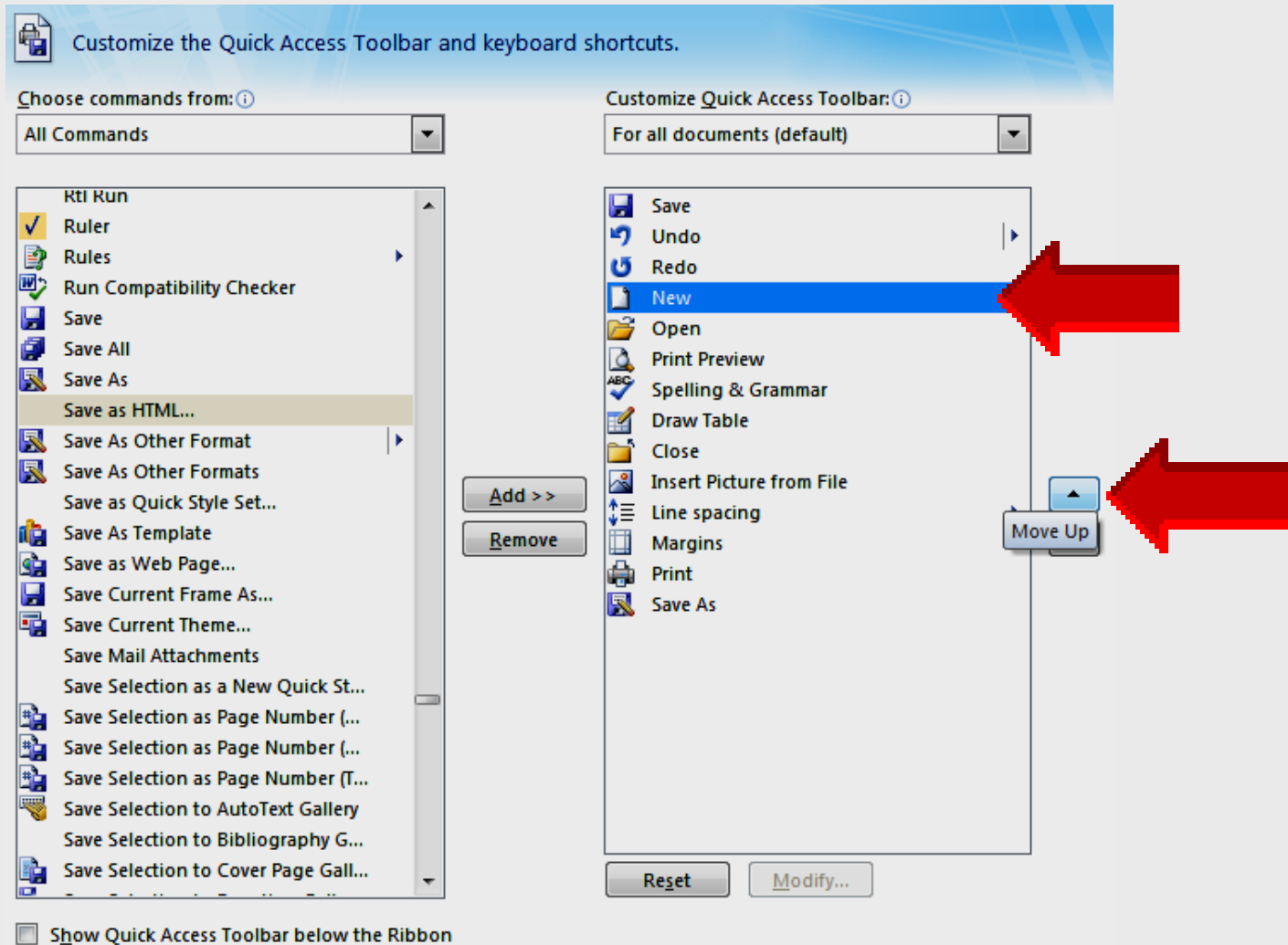
**Undo — Redo**

**Print — File Print**

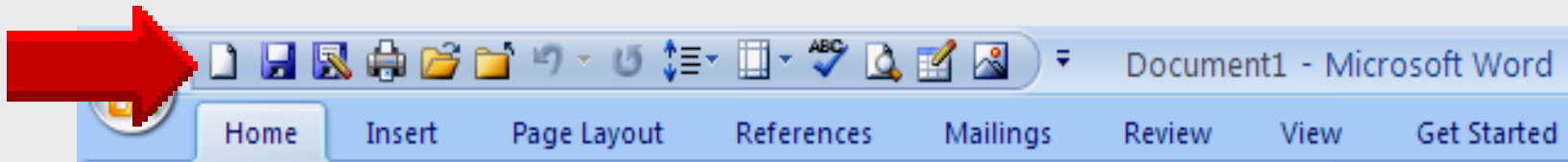
**Draw Table**

**Save As**

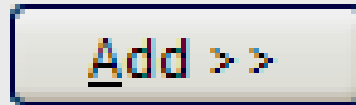
# Customize Toolbar



# Customize Toolbar



**New**



**Open**

**Close**

**Save**

**Insert Picture from File**

**Print Preview**

**Line spacing**

**Spelling**

**Margins**

**Undo — Redo**

**Print — File Print**

**Draw Table**

**Save As**

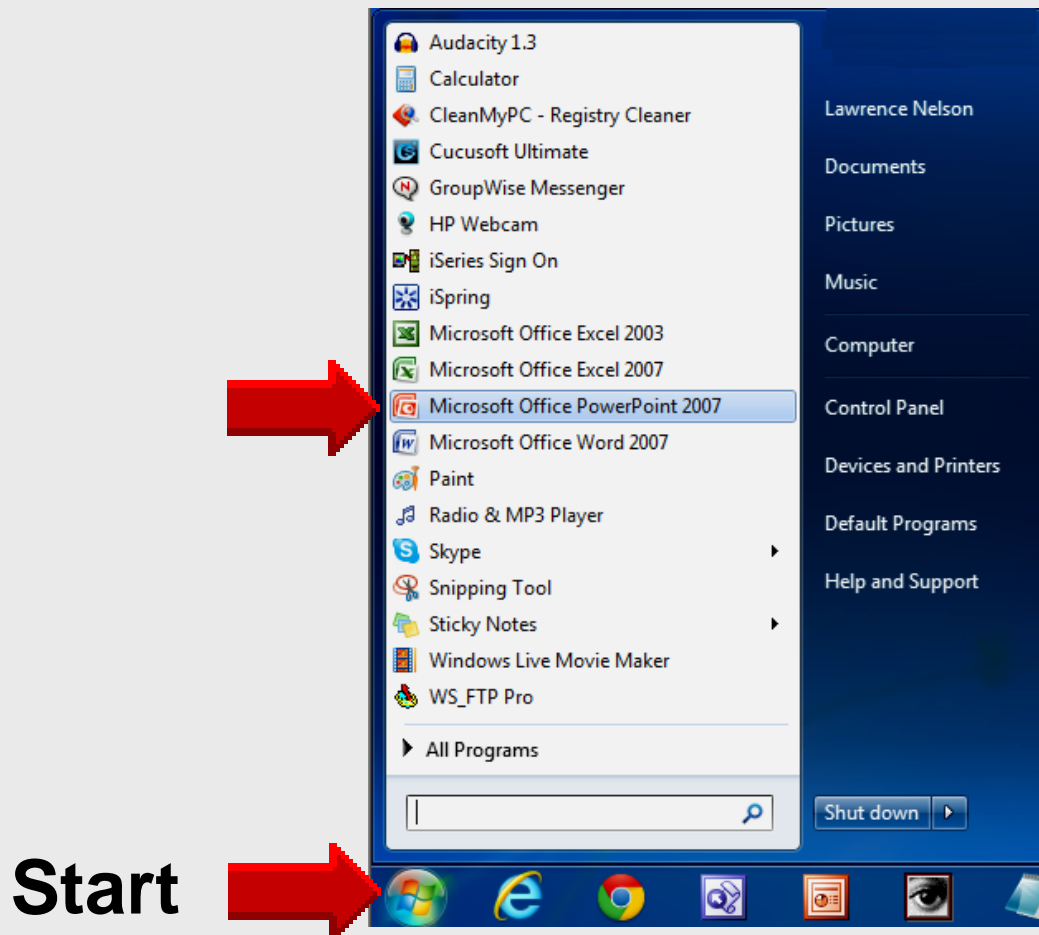
# **Technology Webinar**

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**Customizing  
Quick-Access Toolbars  
PowerPoint**

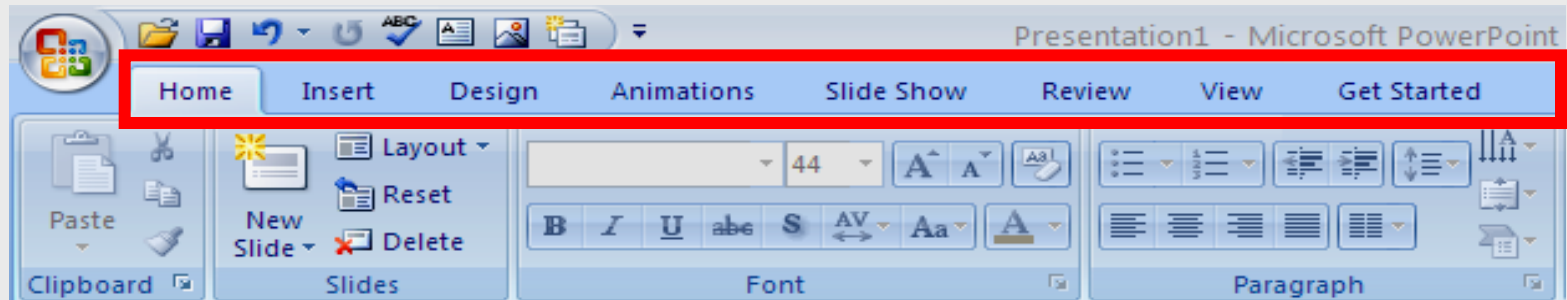
# Open *Microsoft* PowerPoint

- Click **Start** – **Microsoft PowerPoint 2007**

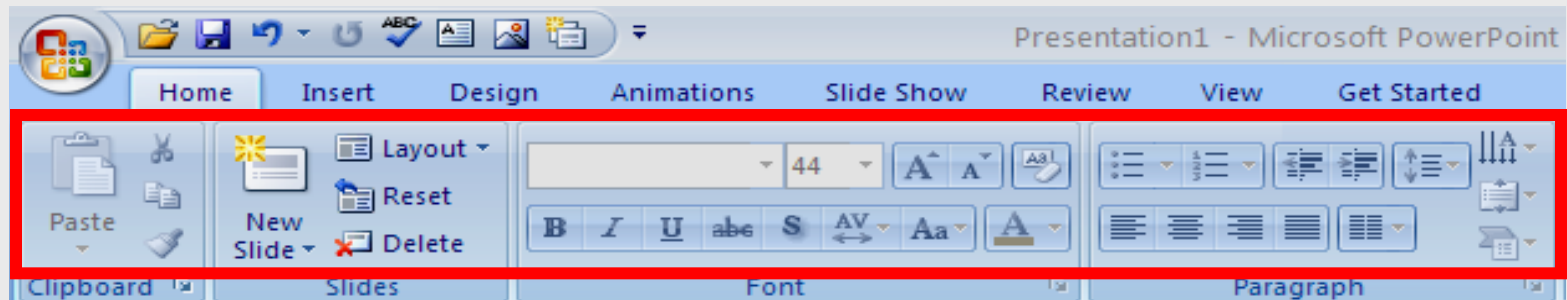


# Ribbon

## Tabs



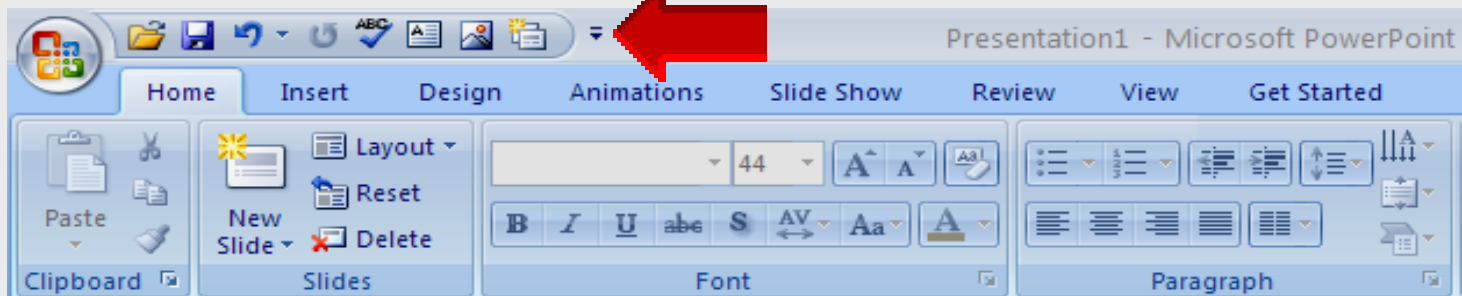
## Commands



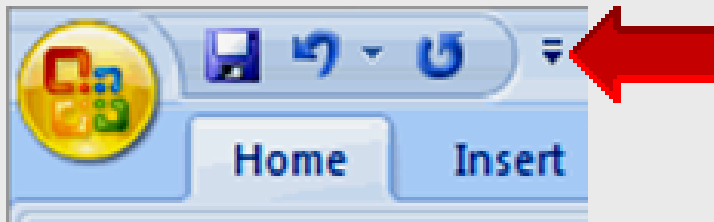
# Quick-Access Toolbar

- Customizable toolbar containing commands independent of the tab currently displayed

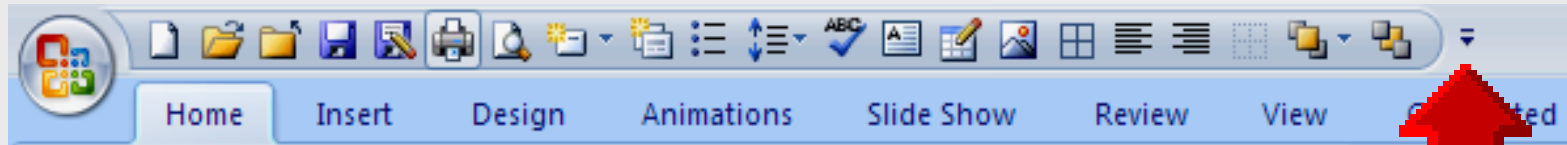
Quick-Access Toolbar – 15 commands or shortcuts



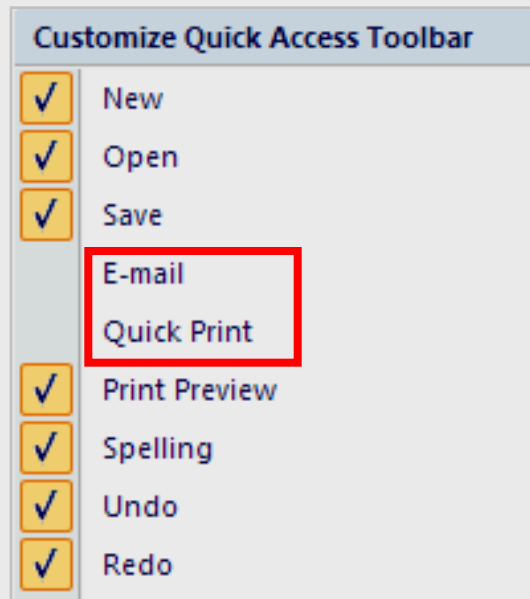
Quick-Access Toolbar – 3 commands by default



# Quick Access Toolbar

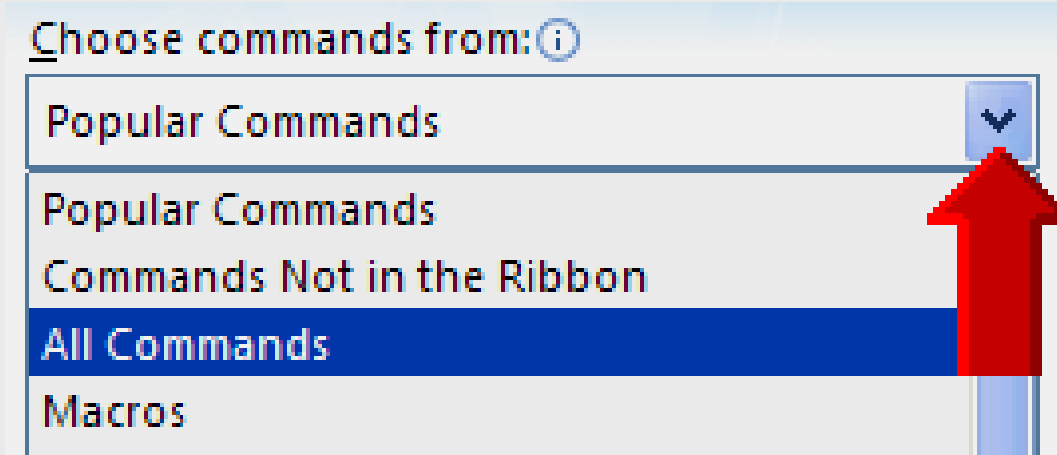
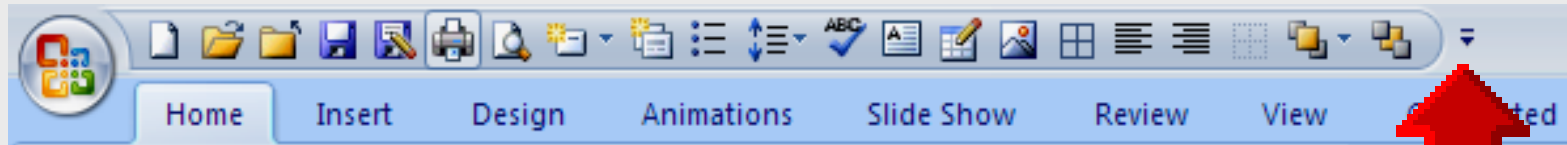


**Click arrow  
*for* menu**



**More Commands**

# Quick Access Toolbar



**Use pull-down menu**  
**Select All Commands**

# All Commands

Customize the Quick Access Toolbar.

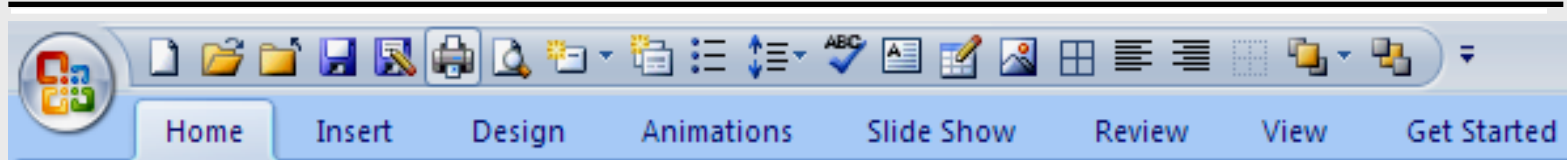
Choose commands from: **All Commands**

Customize Quick Access Toolbar: For all documents (default)

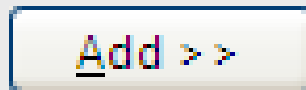
Select command

Click **Add** to add command to list

# Quick Access Toolbar



**New**



**Open**

**Save**

**Print preview**

**Spelling**

**Undo**

**Redo**

**Bullets & numbering**

**Close**

**Duplicate Selected slides**

**Insert picture from file**

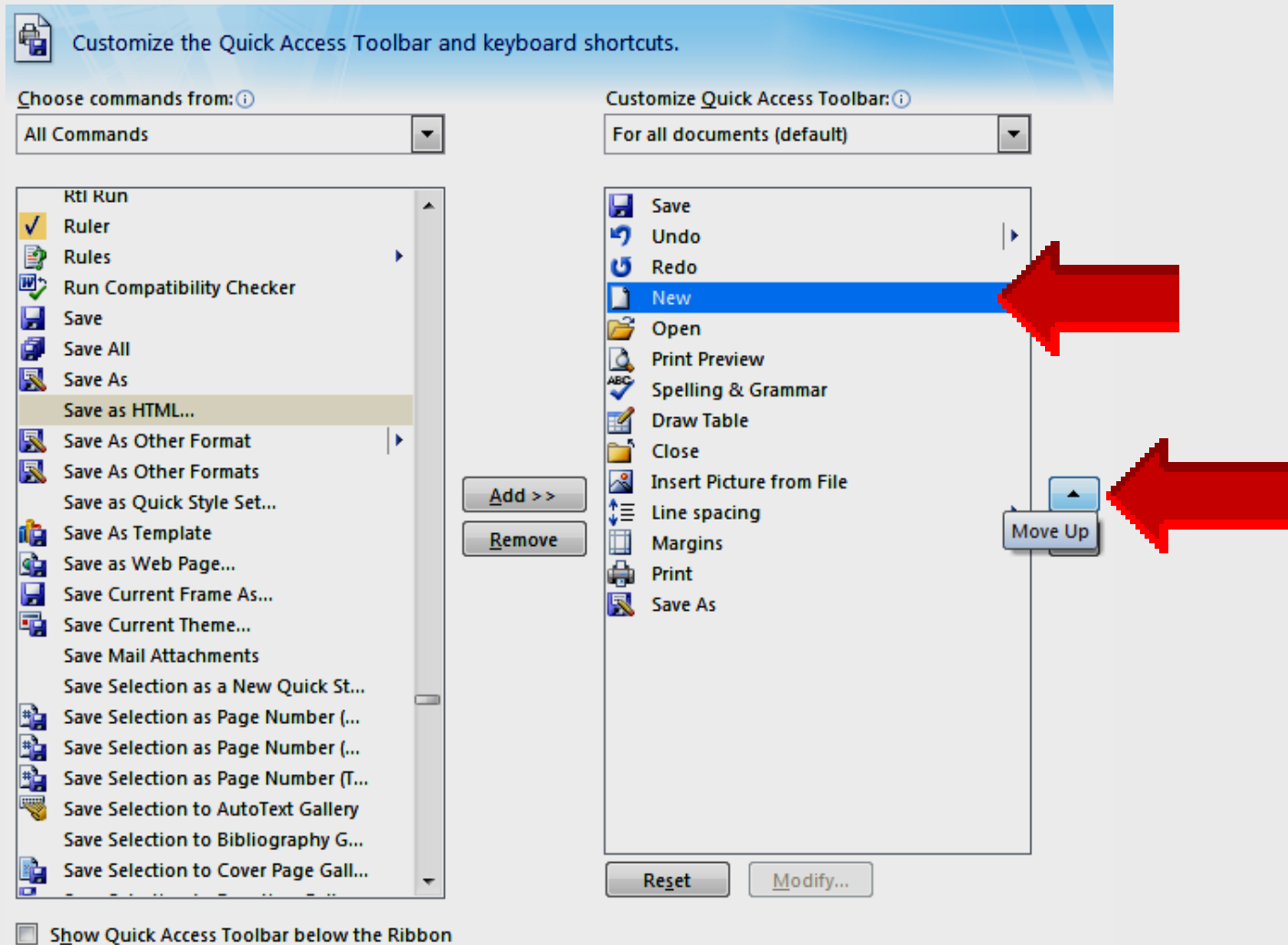
**Line spacing**

**New slide**

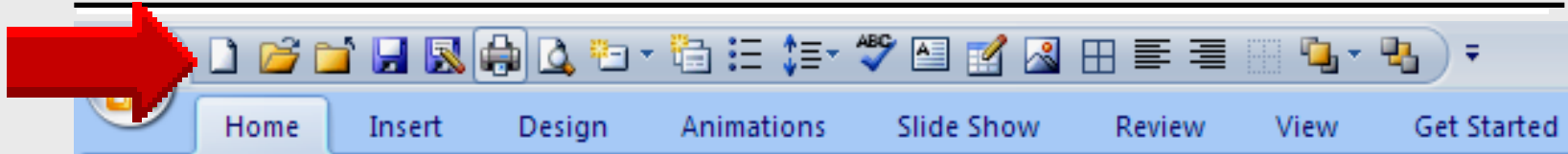
**Print — File Print**

**Save As**

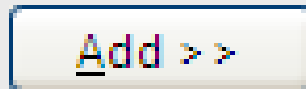
# Customize Toolbar



# Customize Toolbar



**New**



**Open**

**Save**

**Print preview**

**Spelling**

**Undo**

**Redo**

**Bullets & numbering**

**Close**

**Duplicate Selected slides**

**Insert picture from file**

**Line spacing**

**New slide**

**Print — File Print**

**Save As**

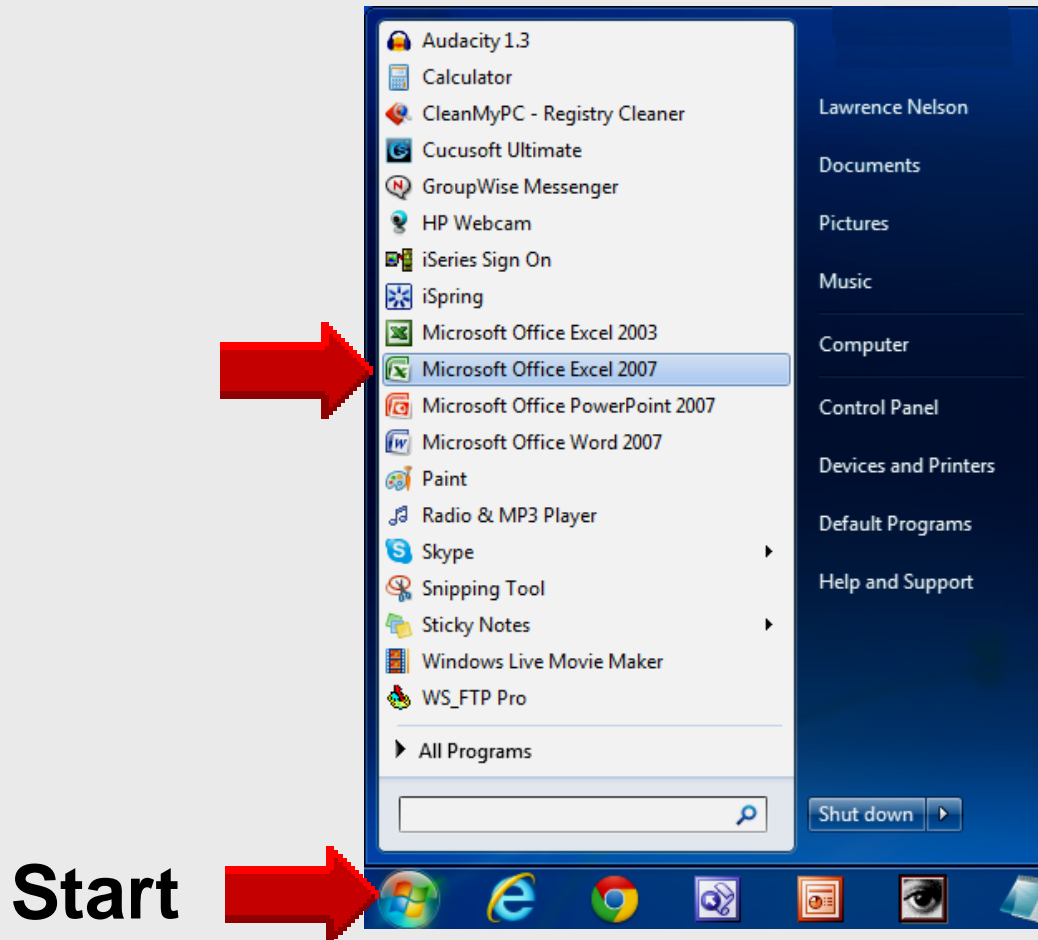
# **Technology Webinar**

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## **Customizing Quick-Access Toolbars Excel**

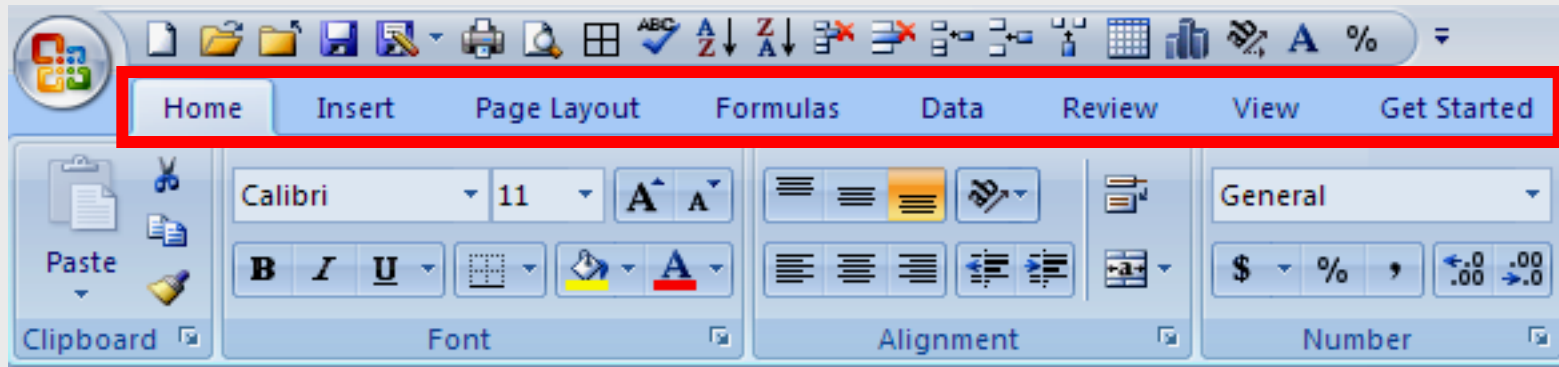
# Open *Microsoft* Excel

- Click **Start** – **Microsoft Excel 2007**

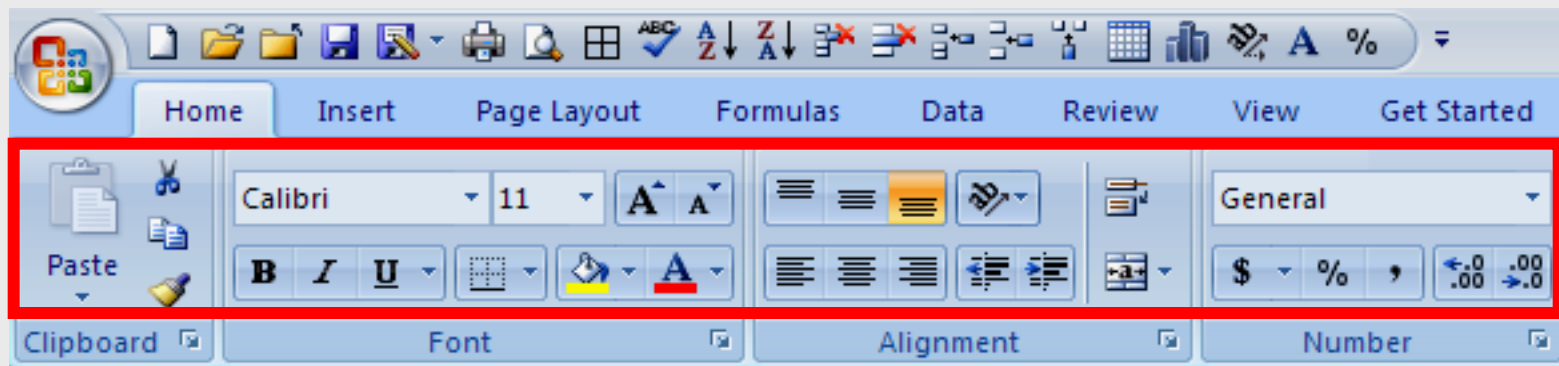


# Ribbon

## Tabs



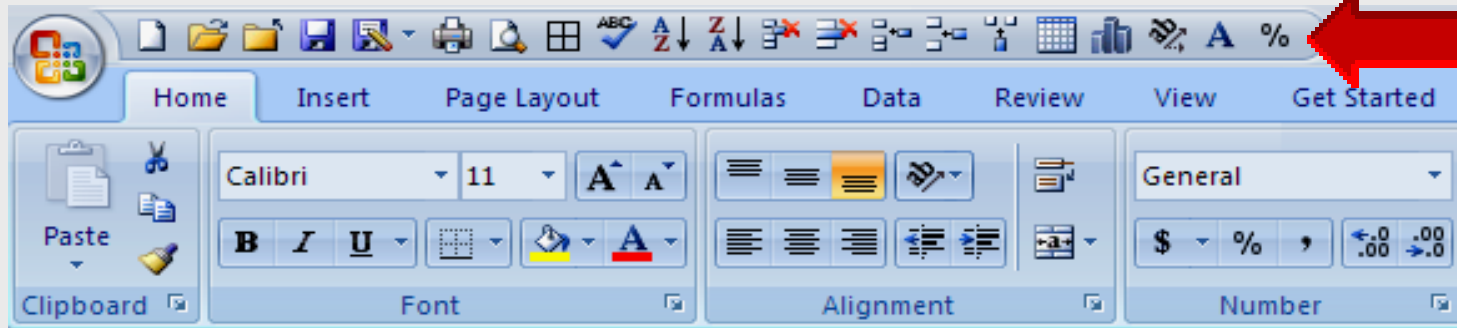
## Commands



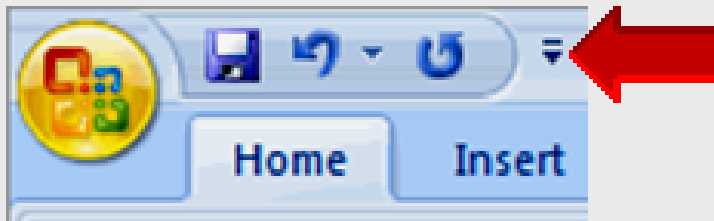
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- Customizable toolbar containing commands independent of the tab currently displayed

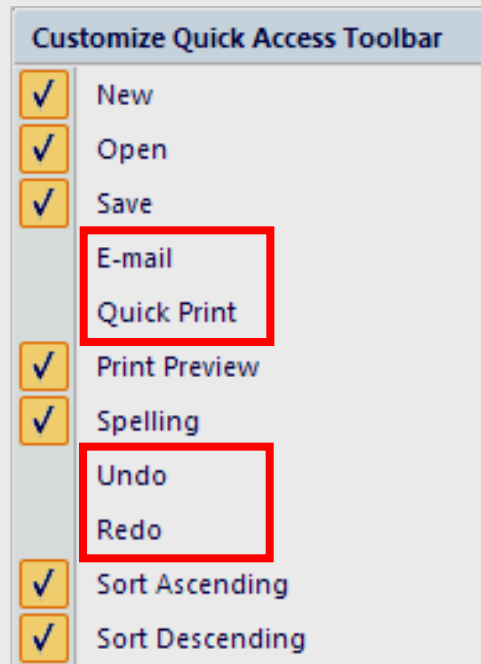
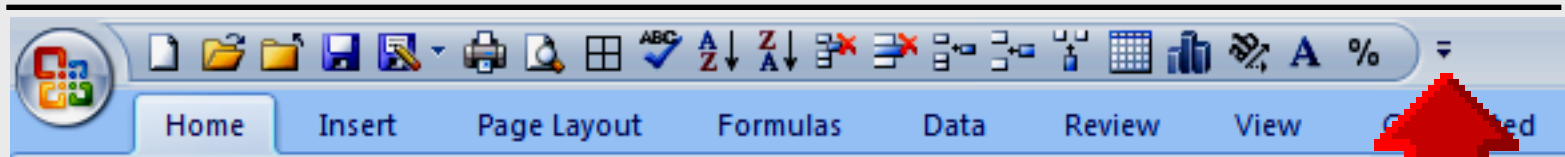
Quick-Access Toolbar – 15 commands or shortcuts



Quick-Access Toolbar – 3 commands by default



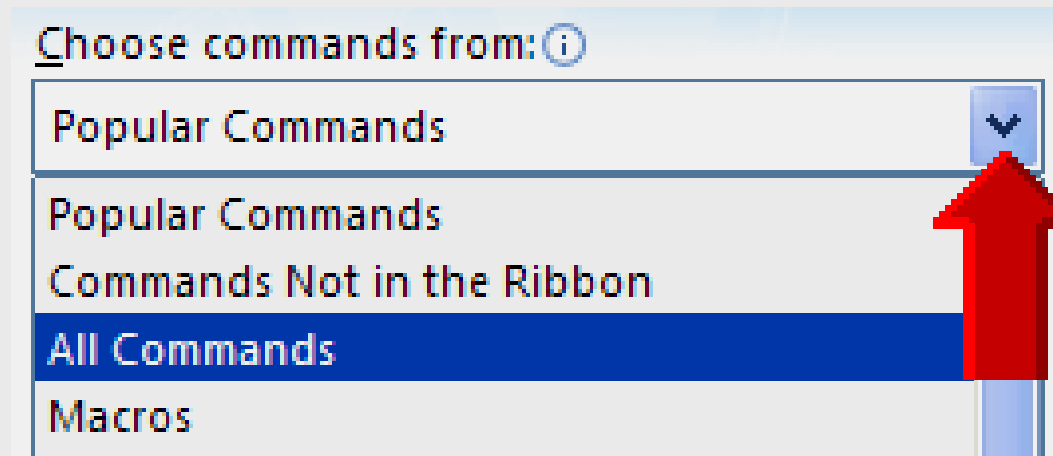
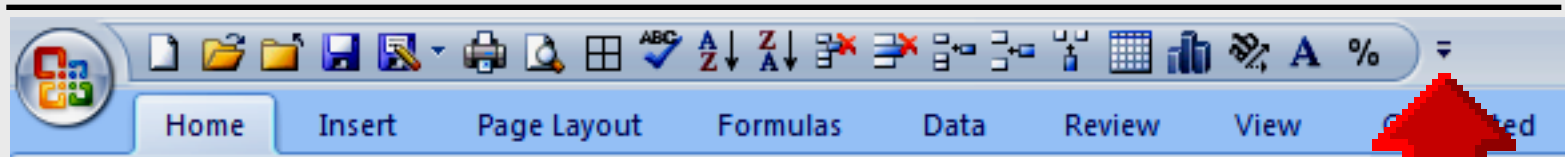
# Quick Access Toolbar



**Click arrow  
*for* menu**

**More Commands**

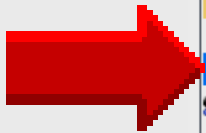
# Quick Access Toolbar



**Use pull-down menu**  
**Select All Commands**

# All Commands

Select  
command

The screenshot shows the 'Customize the Quick Access Toolbar' dialog box. On the left, a list of commands is shown, with 'All Borders' selected. A red box highlights the 'Choose commands from:' dropdown menu, which is set to 'All Commands'. On the right, a list of commands is shown, with 'All Borders' highlighted. A red arrow points to the 'Add >>' button. Below the dialog box, there are 'Reset' and 'Modify...' buttons, with a red 'X' over the 'Reset' button. The 'Show Quick Access Toolbar below the Ribbon' checkbox is checked at the bottom.

Customize the Quick Access Toolbar.

Choose commands from:

Customize Quick Access Toolbar:

Save  
New  
Open  
Print Preview  
Spelling...  
Sort Ascending  
Sort Descending  
All Borders

Align Bottom  
Align Center  
Align Left  
Align Middle  
Align Right  
Align Text Left  
Align Text Right  
Align Top  
Align with Page Margins  
Alignment  
All Borders  
Allow Users to Edit Ranges...  
Analysis  
Angle Clockwise  
Angle Counterclockwise  
Application Options  
Apply Names  
Arc  
Area  
Arrange  
Arrange All  
Arrows  
As Picture  
Auto Outline

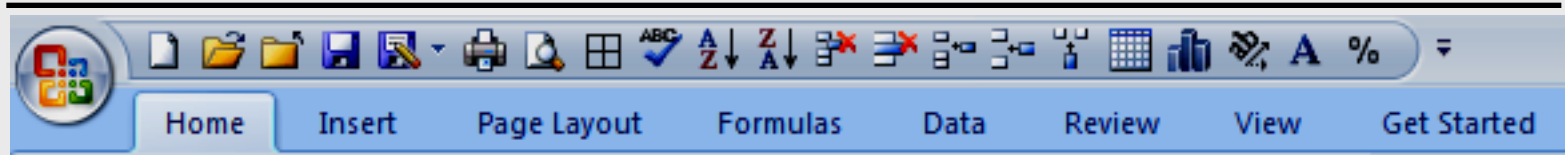
Add >>  
Remove

Reset  
Modify...

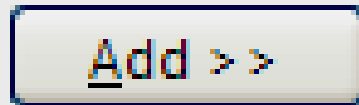
Show Quick Access Toolbar below the Ribbon

Click **Add** to add  
command to list

# Quick Access Toolbar



**New**



**All Borders**

**Open**

**Close**

**Save**

**Delete Cells**

**Print Preview**

**Delete sheet rows**

**Spelling**

**Insert Cells**

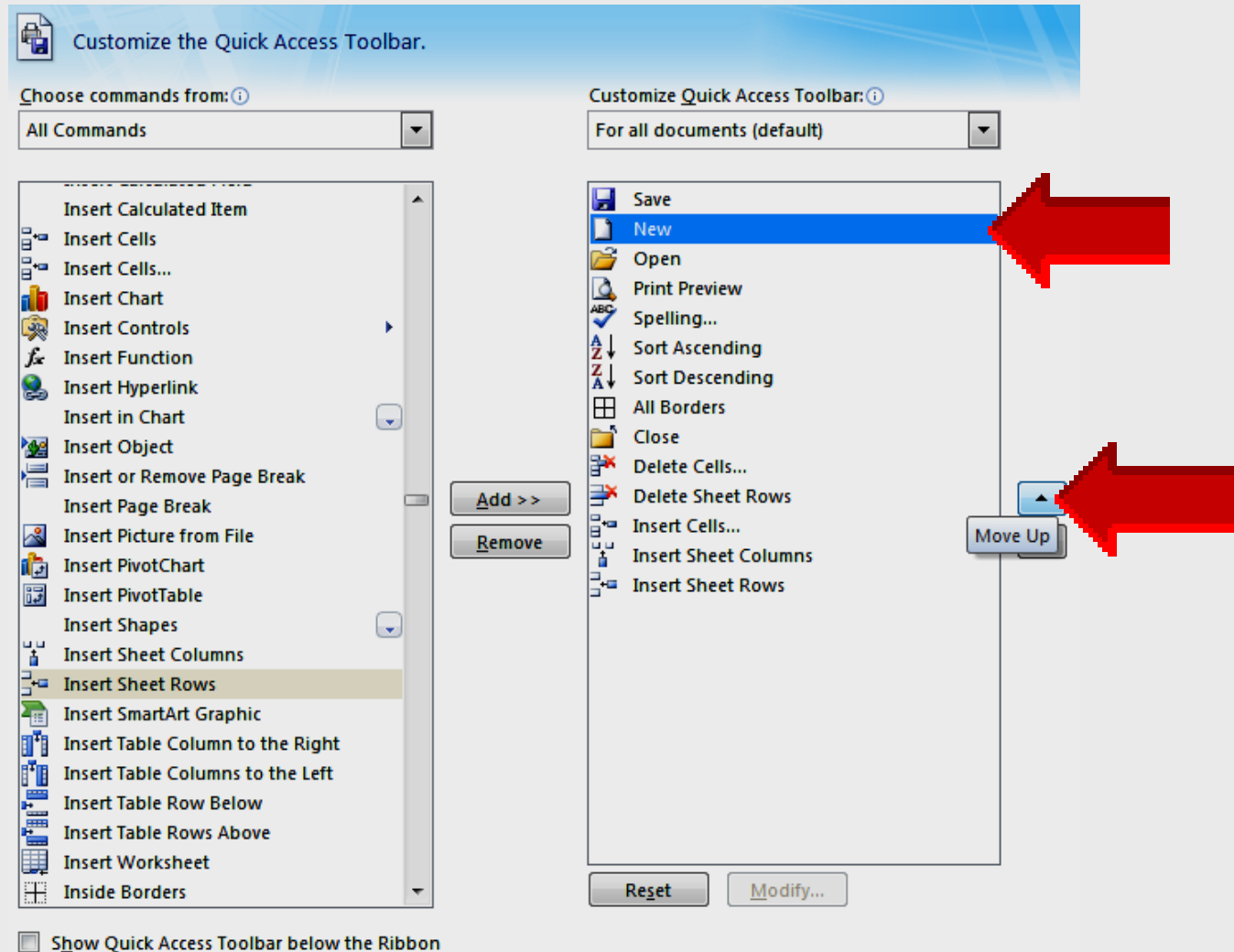
**Sort Ascending**

**Insert sheet rows**

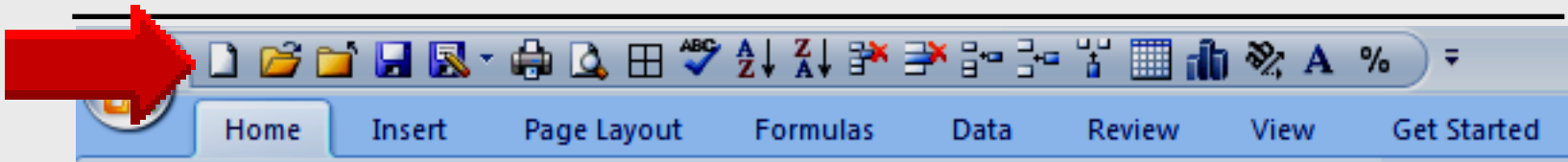
**Sort Descending**

**Insert sheet columns**

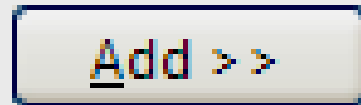
# Customize Toolbar



# Customize Toolbar



**New**



**All Borders**

**Open**

**Close**

**Save**

**Delete Cells**

**Print Preview**

**Delete sheet rows**

**Spelling**

**Insert Cells**

**Sort Ascending**

**Insert sheet rows**

**Sort Descending**

**Insert sheet columns**

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<http://webclass.org>



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EasyTech

Elementary Storytelling

Audacity

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6 Copying Assignments

Parent Portal

Progress Report

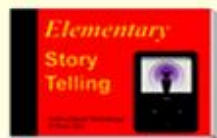
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Transfer Grade

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