Office 2010: Customising the Ribbon

Yep, you read that correctly… after all the pain of Office 2007 "Ribbon shock" and our inability to customise even the smallest amount of the Ribbon we've finally caught a break!

Microsoft has included in the 2010 Office Suite the ability to do some (and I emphasise "some") customisation of the Ribbon.

Now, I don't even have to ask this time – I know that you've got to be interested in seeing this one so we're going right to work.

There are a couple of ways to get there, one way is to **right-click on the Ribbon** and choose **Customise the Ribbon**.
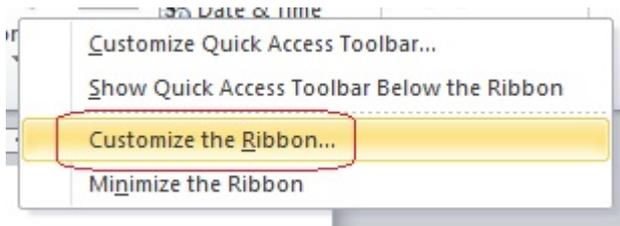
You can also reach the same place using the **File** tab, **Options** choice then choose the Customise Ribbon category on the far left.
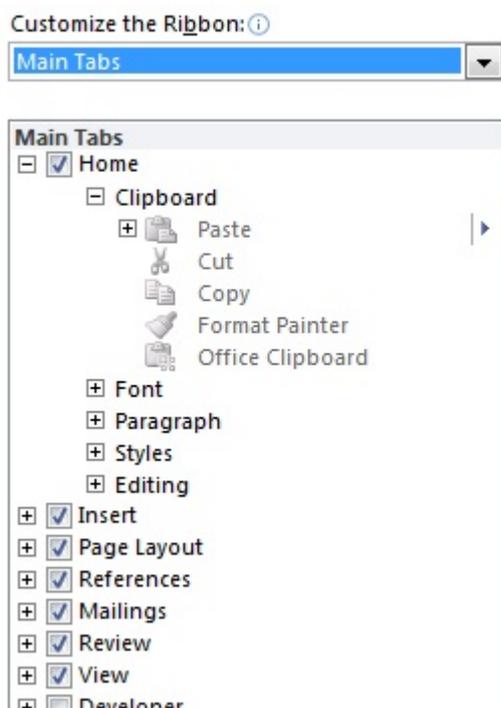
Either way, you should now be looking at this:
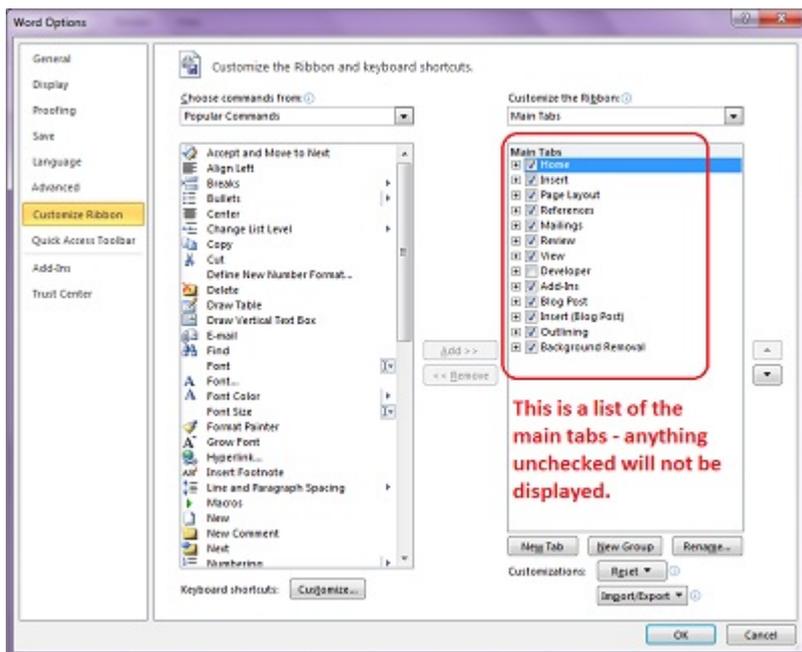
On the far right you'll find the current set-up of the Ribbon by tab name.

The easiest customisation is to **uncheck any tab you do not want displayed**.

Beyond that you'll need to expand the tabs (click the + sign in front of the checkbox).

This will open to show you the sections of the Ribbon and expanding those to see individual commands.

Complete groups can be selected and removed (use the Remove button in the middle) but once you're down to the individual commands anything that's greyed out is off limits – you're stuck with it.

With that said, there's nothing stopping you from deleting an entire group from the tab the creating your own that includes only some of the commands from the group you just removed.

At any rate, at the bottom of the list you'll find two buttons of great importance right now:

The meanings are obvious.

- You can chose to create a whole new tab... Maybe one that contains a mixture of things that you use most frequently to prevent all the "tab switching" that some of us do.

- Likewise, you can create a new group either on an already existing tab or on a brand new one.

Commands can only be added to custom groups so you'll need to create at least one of those somewhere to proceed.

Once you've created a group it's time to **select commands** on the left side and use the **Add button** to put them on the Ribbon.

Keep in mind as you choose to add commands to already created tabs that as the amount of things to display on that tab increases the size of the buttons will decrease. Obviously your choice – just wanted to put in a little reminder.

Above the tab list there is a drop-down list that will allow you to access other types of tabs (such as the picture tools).

Basically it's time to explore – if you missed the ability to customise the Ribbon in Office 2007 then you've got some options here so go check them out!

Source: WorldStart Computer Tips Weekly, 27 August 2010