



Special Days 01: April Fool's Day 04: Easter Sunday 10: National Siblings Day
April 2021 14: National Gardening Day 21: Administrative Professionals Day 30: Arbor Day



Microsoft Word: How to Simplify & Organize Long Documents

Tuesday, May 11, 2021, 11:00 a.m. Mountain Time

Longer documents such as annual reports, board meeting materials, and other document-heavy projects present bigger challenges to your work in Word as they often require consistent formatting, complex text layout, and more advanced features. In this session, find out how to master Word skills to create effective, lengthy documents with ease.

- Building consistent formatting with styles
- Creating hyperlinks, bookmarks, and cross-references
- Mastering sections in complex documents
- Inserting and editing document headers and footers
- Adding and formatting an automatic table of contents

Register at <https://bit.ly/3qBT6RS>

Microsoft Excel: Linking & Sharing Data

Tuesday, June 8, 2021, 11:00 a.m. Mountain Time

Some of the most useful and time-saving features in Excel are the choices to link and share worksheet data. Find out how to easily reference and summarize data from other worksheets, learn how to use Excel data in other programs, and look at options to protect data.

- Linking within a workbook
- Linking and updating across workbooks
- Sharing Excel data with other programs
- Applying protection
- Handling notes and comments
- Creating hyperlinks to other files and resources

Register at <https://bit.ly/3rYQhee>

How to Customize the Quick Access Toolbar in Microsoft Word

If you frequently use the same tools in Microsoft Word, you can save time by adding them to the Quick Access Toolbar.

The Quick Access Toolbar sits, by default, above the ribbon. The preset options include autosave, save, undo and redo. If you want to add additional tools, there are three ways to do so.

Option One

Select the drop-down arrow on the right-hand side of the toolbar. Active tools will have a checkmark next to them. To add more, simply click the additional tools you want.

Option Two

Right-click on any tool you frequently use and select "add to Quick Access Toolbar" from the drop-down menu.

Option Three

Open the Quick Access Toolbar dialogue box by clicking the drop-down arrow on the right-hand side of the toolbar or right-clicking on the toolbar itself and selecting "more commands." Alternatively, you can go to file > options and then select the Quick Access Toolbar tab. When the dialogue box pops up, you will see the active tools on the right-hand side. On the left-hand side is a list of other commands you can add. Navigate to find a tool you use frequently then double-click it or select it and hit add.

Removing Tools

To remove tools from the quick access toolbar, right-click on the Quick

Access Toolbar and select "Remove from Quick Access Toolbar." This will open the dialogue box. Select the tools you no longer need and click "remove."

Additional Customization Options

If the Quick Access Toolbar gets too crowded, you can move it below the ribbon. To do this, click on the arrow and select "show below the ribbon." Moving the toolbar below the ribbon will make it easier to see all the tools you've added and allow you to quickly identify their purpose.

To rearrange your tools, open the dialogue box as mentioned above. Next, select the tool you want to move from the box on the right-hand side and use the up-down arrows to reposition it.

You can also add space between your tools from the dialogue box. Simply select "separator" from the top of the drop-down menu on the left-hand side and position it between the tools you want to separate in the box on the right.

Customizing the toolbar makes it more powerful and saves you time. Your changes will show up every time you open Word and can be updated whenever you need them.

Now you know how to customize your Quick Access Toolbar. If you need support with Microsoft Technologies, feel free to contact us at (888) 686-3025 or email sales@k2technologies.net.

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