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Microsoft Office 2010 displays commands in a series of icons stored on different tabs. This ...

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?To Customize the Ribbon:Right-click a tab and select Customize the Ribbonfrom the contextual menu. Or, click the Filetab, select Options, and click Customize Ribbon. Use the controls in the dialog box to rename and rearrange tabs, and to rearrange tab commands. * Click the New Tabbutton to create a new tab on the Ribbon.

Office 2010 Quick Reference - Microsoft Office Training

Microsoft Office 2010 Ribbon Tabs. Microsoft Office 2010 displays commands in a series of icons stored on different tabs. This combination of icons and tabs is known as the Ribbon interface, which appears in Word, PowerPoint, Excel, Outlook, and Access. The following tables show you the commands grouped under each ribbon tab for each of the four programs.

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The first option is to use the 'Minimize the Ribbon' button (circled in yellow in the image below) located at the top right-hand corner of the screen below the window minimize/maximize/close buttons. Click the icon once to hide the ribbon. Another way of hiding the Ribbon is to right click anywhere on the Ribbon and select 'Minimize the Ribbon'.

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Always combine a ribbon with an Application button and Quick Access Toolbar. Select the left-most tab (usually Home) when a program is started. Don't make the last selected tab persist across program instances. Show the ribbon in its normal state (not minimized) when a program is started for the first time.

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