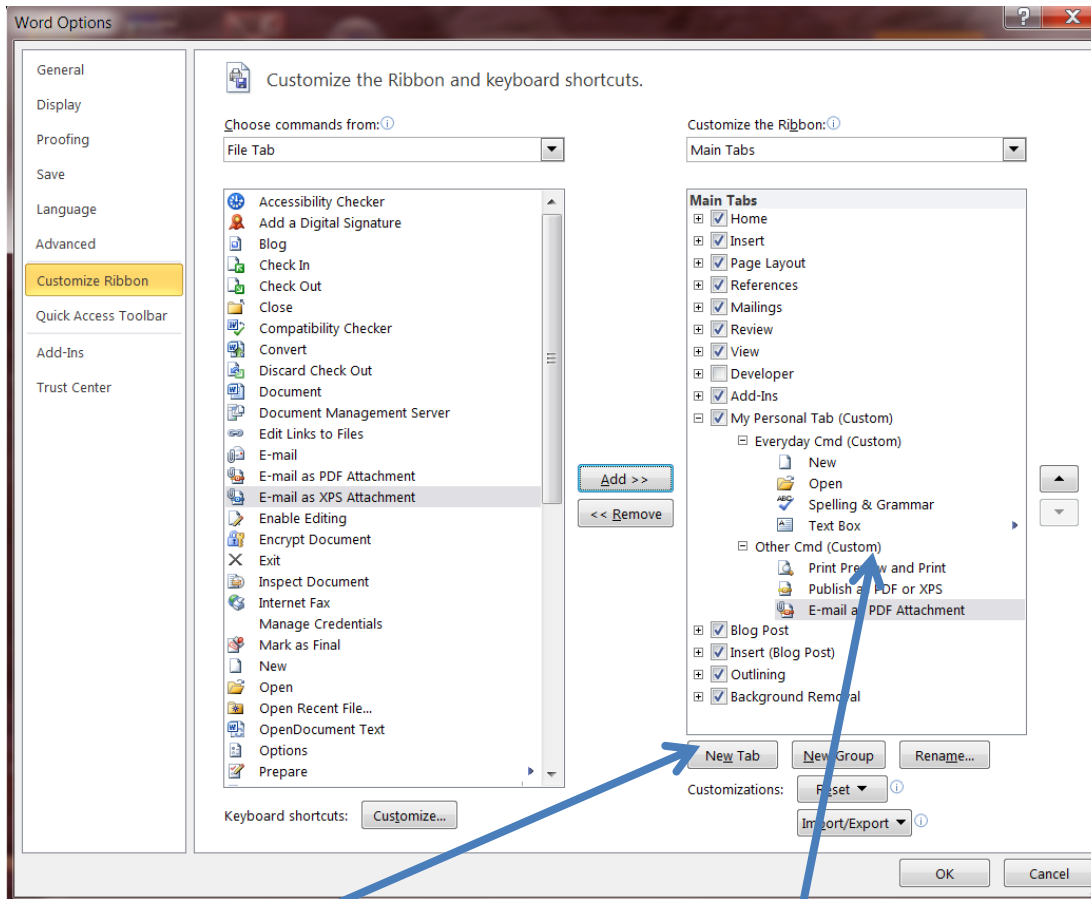


## Customizing the Ribbon in Office 2010

Procedure applies to all Office 2010 Ribbons (Word, Excel, PowerPoint, etc.)

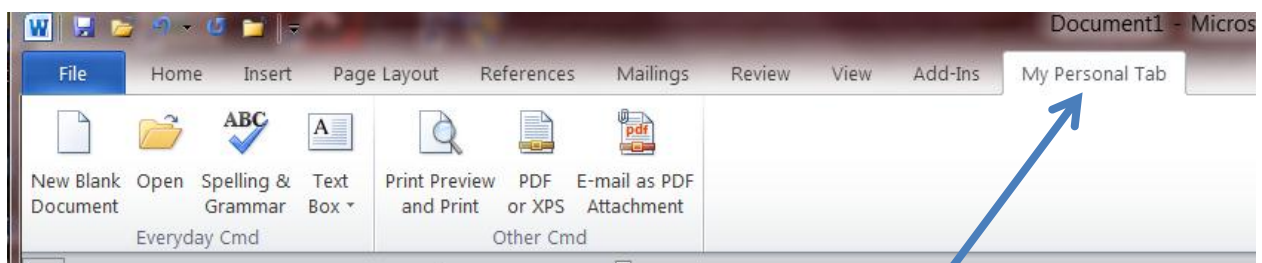
Click File Tab, Options – In the option Windows, click Customize Ribbon



Click New Tab

Rename your new tab. A Group is automatically created. Rename the new Group and add new groups as desired.

Next, select a group and add commands. Select a command and click Add. Repeat for additional commands in this group and other groups you created



After you click OK the new Tab appears in the Ribbon. Example of a newly created Tab and Groups with their commands