

5 tools that should be on Quick Access Toolbar Word

Some useful tools you often use on Word should be on Quick Access Toolbar Word for easier operation. Below are 5 tools that should be on Quick Access Toolbar Word

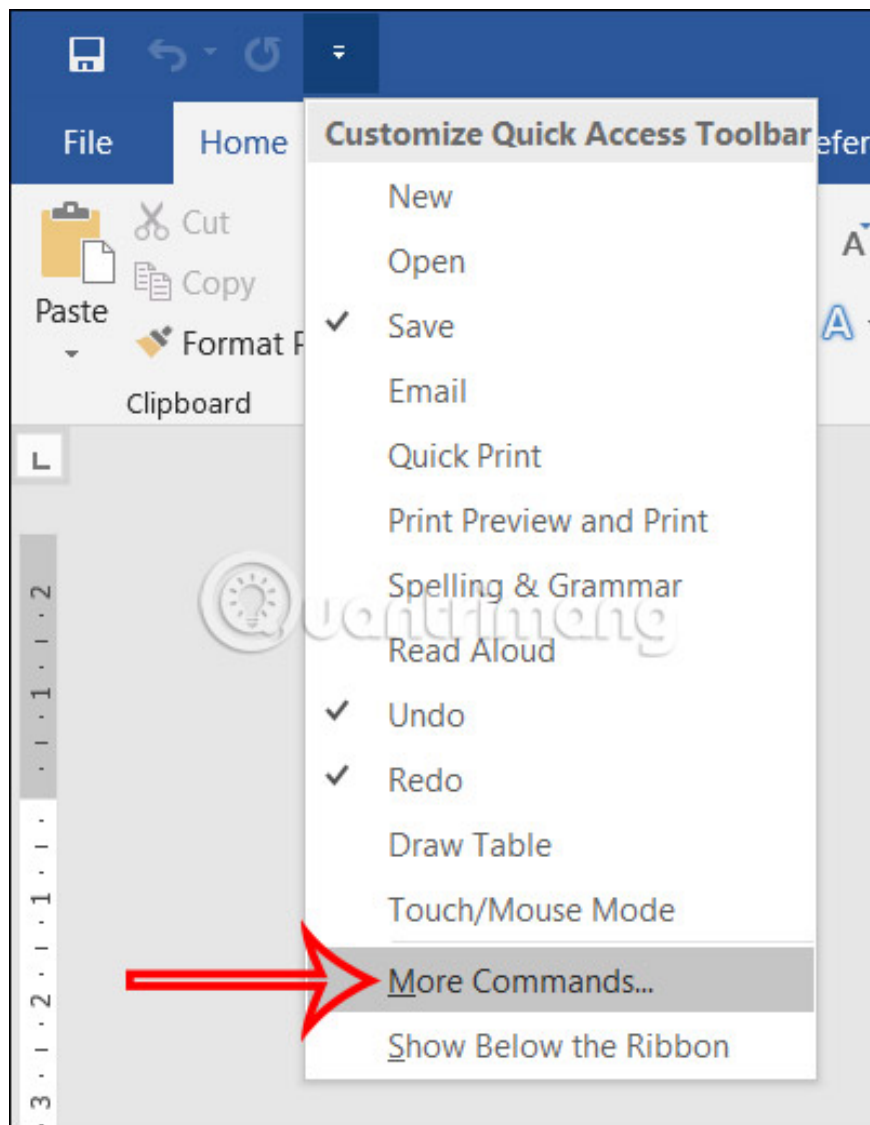
Word has a lot of tools for word processing, and navigating to those tools requires several mouse clicks. Below are 5 tools that should be on Quick Access Toolbar Word

1. Word paste text tool

If you often copy text from another source, you may encounter inconsistent fonts, colors, and sizes because of different formats. So add Word's Paste Keep Text Only tool to the Quick Access bar as shown below to remove text formatting.

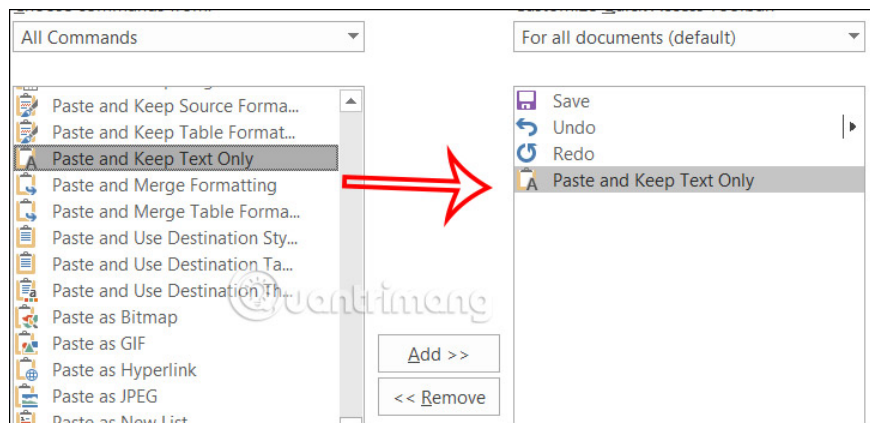
Step 1:

Click on the triangle icon in **Quick Access Toolbar** and select **More Command** .

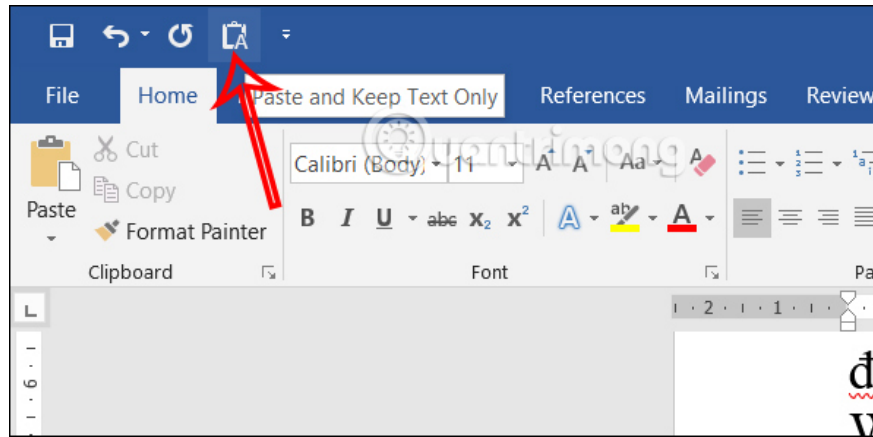


Step 2:

Switch to the new interface, **click on the All Commands group** and then find the **Paste and Keep Text Only tool**. Click on the tool and then **select Add** to add it to the Quick Access Toolbar in Word.

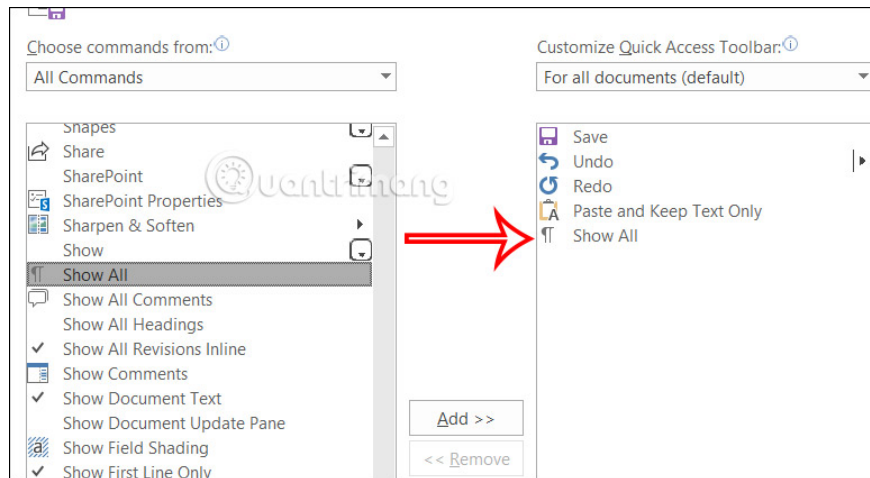


As a result, we will see **the Paste Keep Text Only icon** on the Quick Access Toolbar Word as shown.

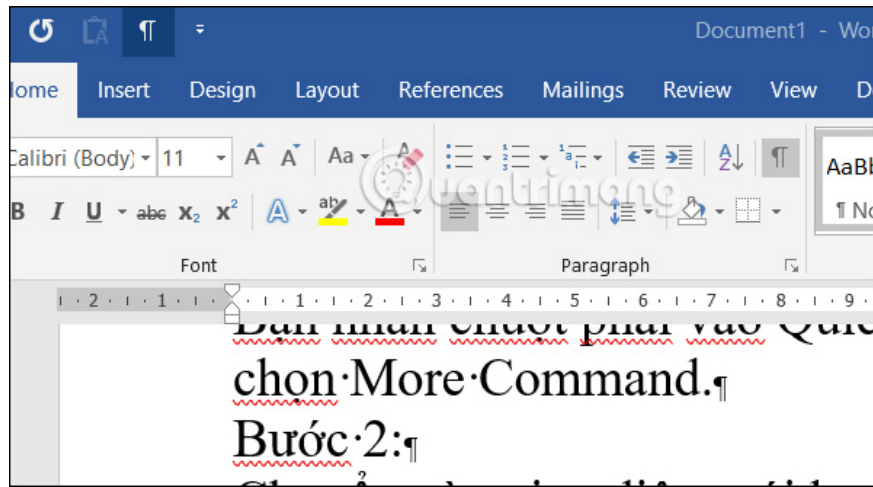


2. Hide or show the icon ¶

The ¶ symbol is used to quickly check page separators and paragraph structure, determining whether you accidentally have two spaces in your document.

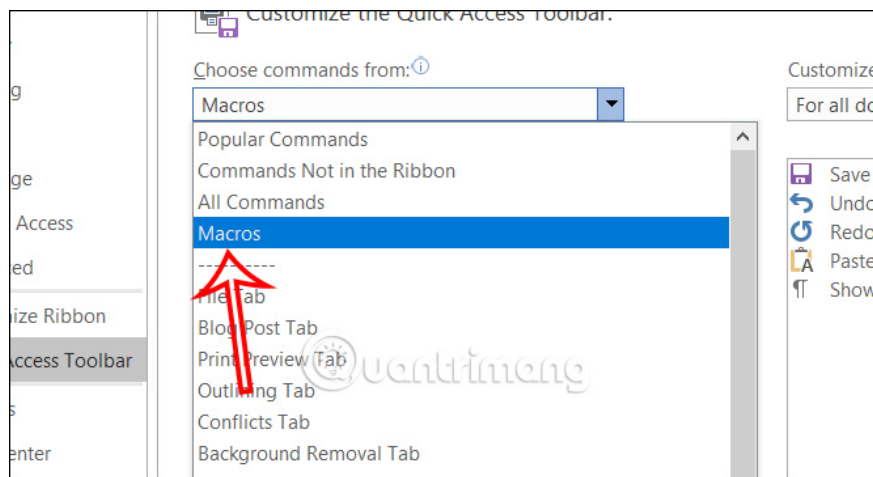


This icon will not display when we print the document, but only when you check it. When you click the ¶ icon in the Quick Access Toolbar, the separator icon will display in the Word document.



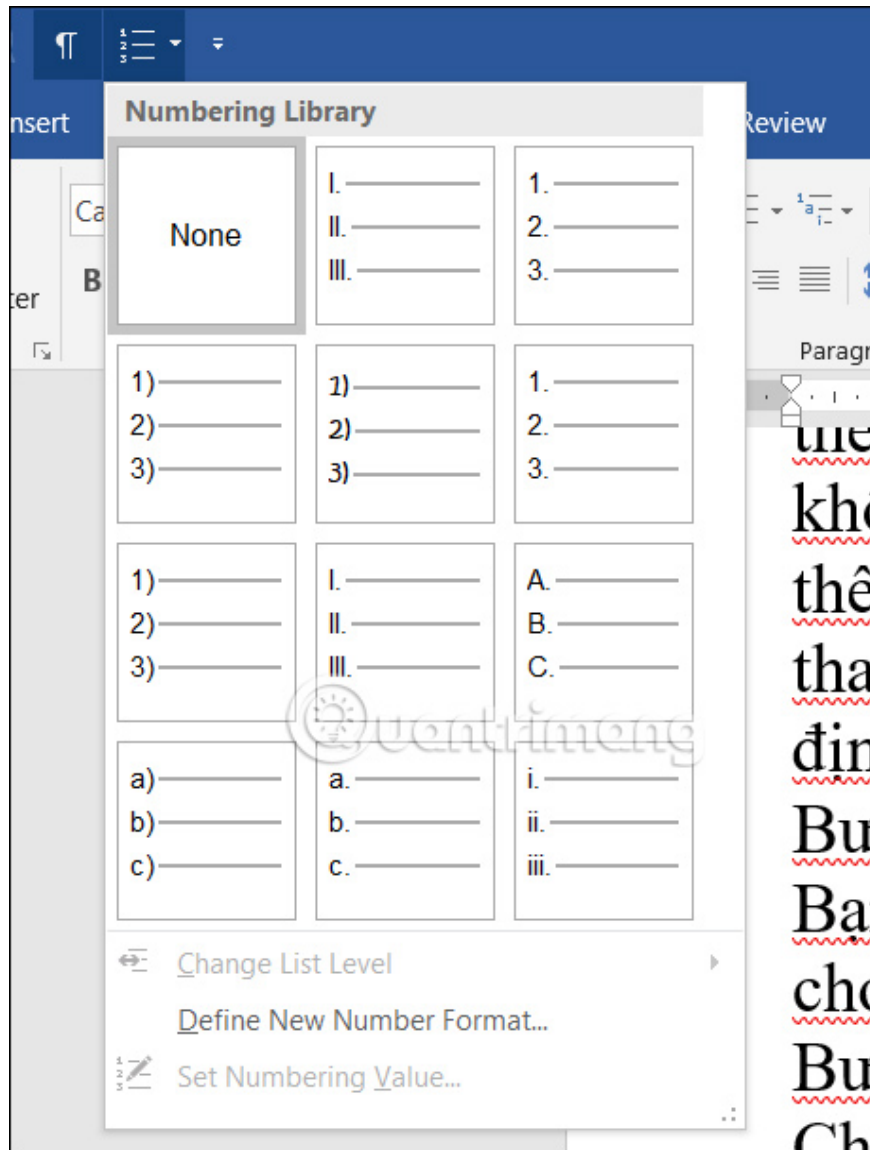
3. Macro button in Word

Word allows you to add personalized Macro buttons to the Quick Access Toolbar to make command execution easier. After you have **recorded a macro in Word**, open the Quick Access Toolbar editing interface and **select the Macro group** to add to the Quick Access Word bar.



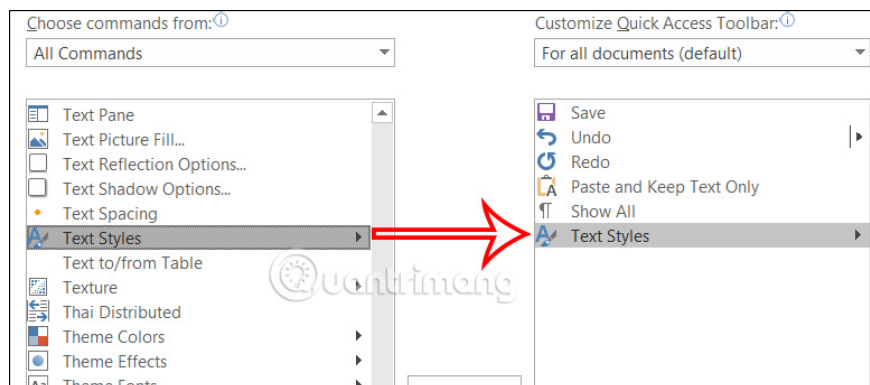
4. List creation tool in Word

With the addition of a list creation tool in Word, you can easily choose whether to create a list in number or bullet form. You can choose to add number or dot format to the Quick Access Toolbar in Word.

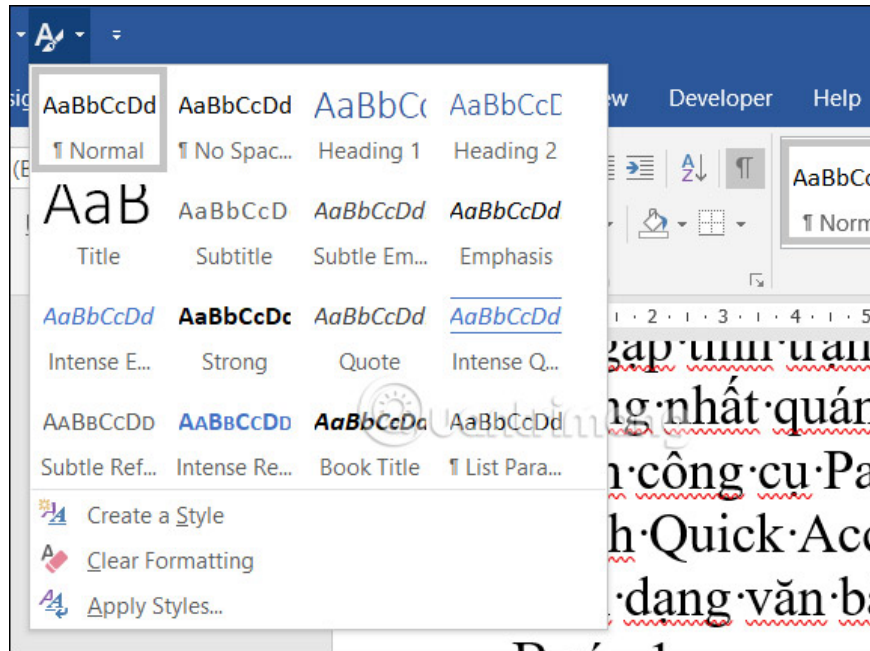


5. Text Style tool in Word

Text Style accessed from the Quick Access Toolbar will quickly select the font style for the content without us having to switch back and forth between tabs.

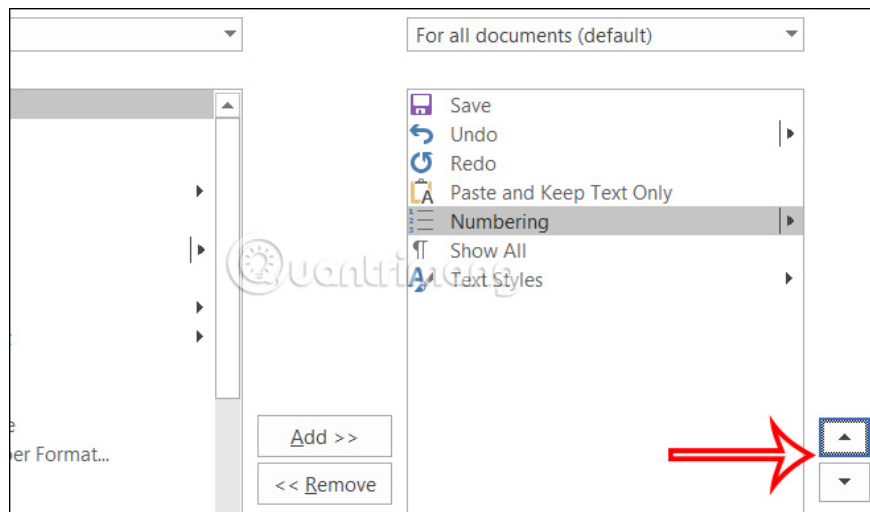


When you click on the Text Style tool in the Quick Access bar, there will also be many options such as adding a new Style, deleting Style formatting, and applying Style to all.

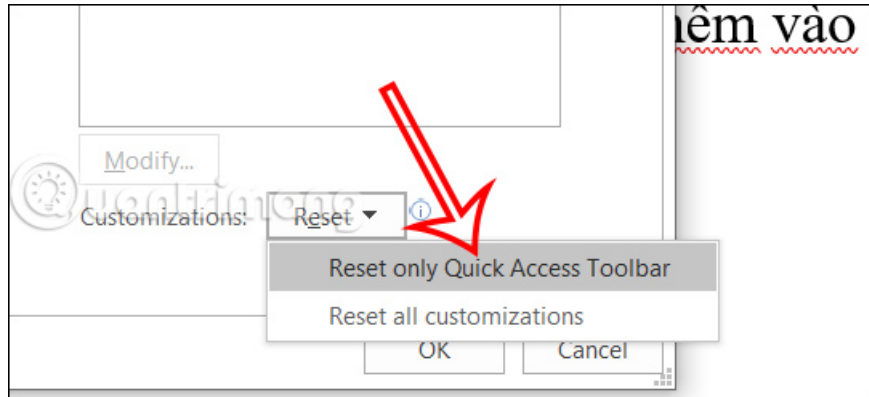


Adjust additional tools in Quick Access Toolbar Word

After you have added the tools to the Quick Access Toolbar Word, you can **rearrange the order of use** as you like. We use the **up and down arrow icons** to control the display position.



To **reset the Quick Access Toolbar in Word** to the default, first click the **Reset button**, then select **Reset only Quick Access Toolbar** to reset only the Quick Access bar.



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