

6 access should be on Quick Access Toolbar Excel

In addition to the set of shortcuts in Excel to quickly perform operations, adding access on the Quick Access Toolbar Excel also helps you effectively when working.

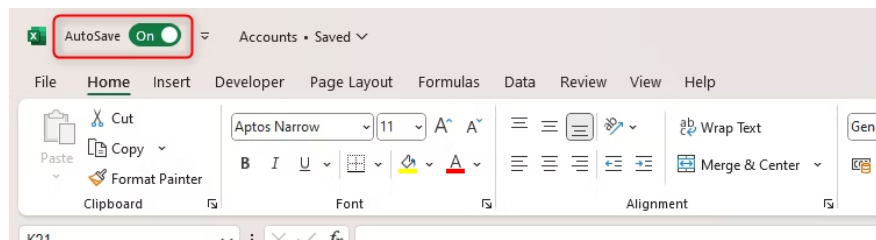
Quick Access Toolbar Excel is a quick access bar with many tools for users to add, supporting the manipulation of data tables and Excel content. Below are 6 essential accesses that must be available on Excel's Quick Access Toolbar.

AutoSave

Quick Access AutoSave, when enabled, automatically saves what you're working on to OneDrive. Then users will not worry about losing data when the computer has problems or when there is a power outage. All data is synchronized on the cloud service. Always pay attention that AutoSave must be activated in On mode.

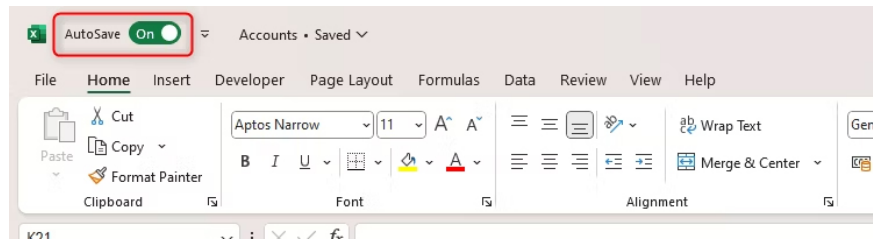
In case the AutoSave icon turns gray, it may be due to:

1. You are not signed in to your Microsoft account.
2. You are working on an old version of Excel, so save the document in the old interface.
3. Error syncing data from OneDrive



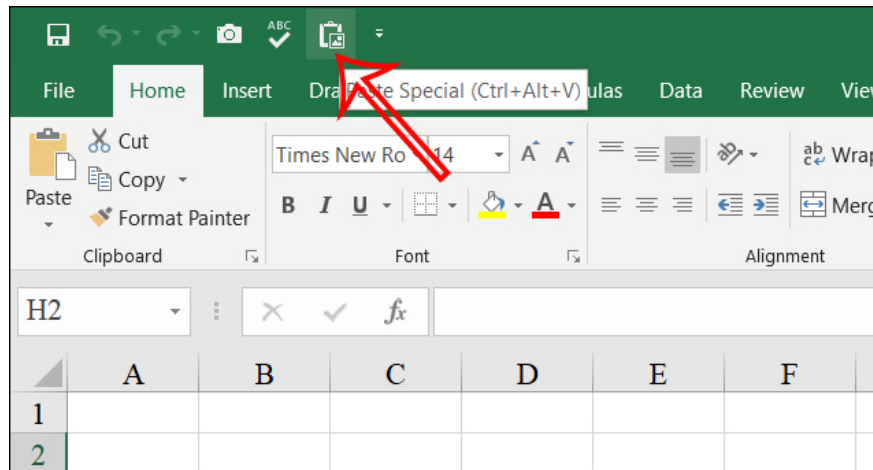
Check spelling on Excel

When you work in Excel, you cannot avoid spelling errors that affect the professionalism and content of the data. The Word spell checking tool will immediately display errors when you enter text, and in Excel, you should display the spell checking tool on the Quick Access Toolbar.



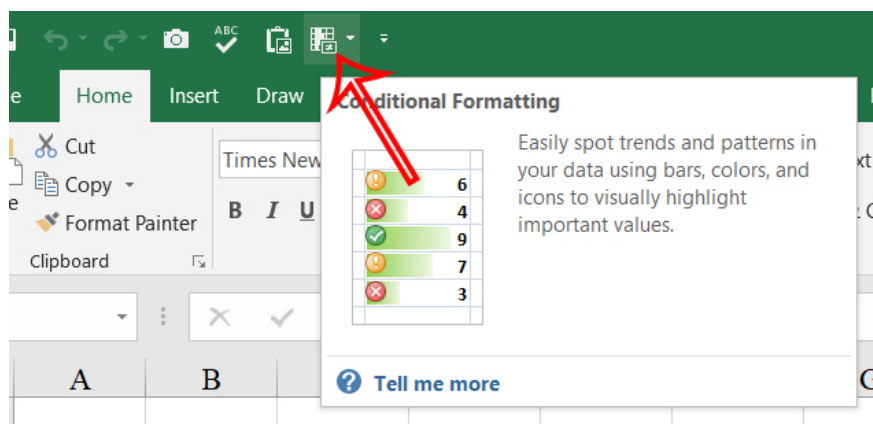
Paste Special

Paste Special in Excel has many options for pasting data such as deleting formulas or borders, pasting data but ignoring content formatting, etc. When using this Paste Special, users can more easily adjust their data.



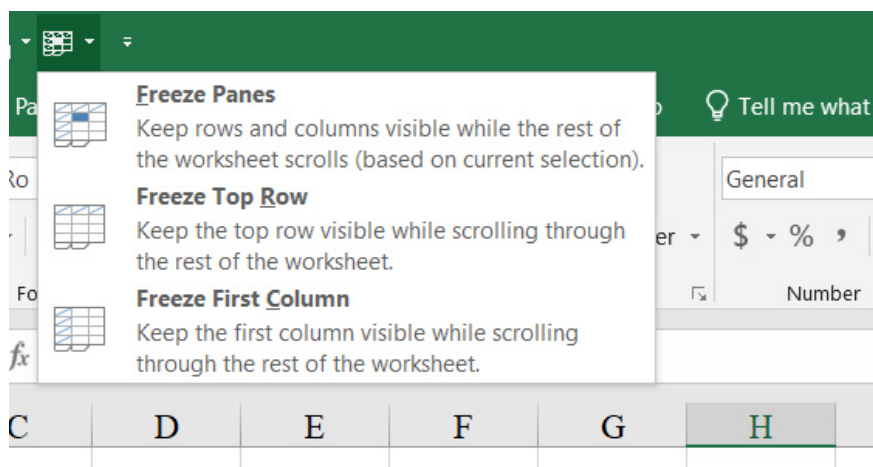
Conditional formatting

Just as every Microsoft Word document has its own data types, Microsoft Excel spreadsheets also have conditional formatting to handle special data. Therefore, you should add the conditional formatting icon in the Quick Access Toolbar in Excel.



Freeze Excel columns

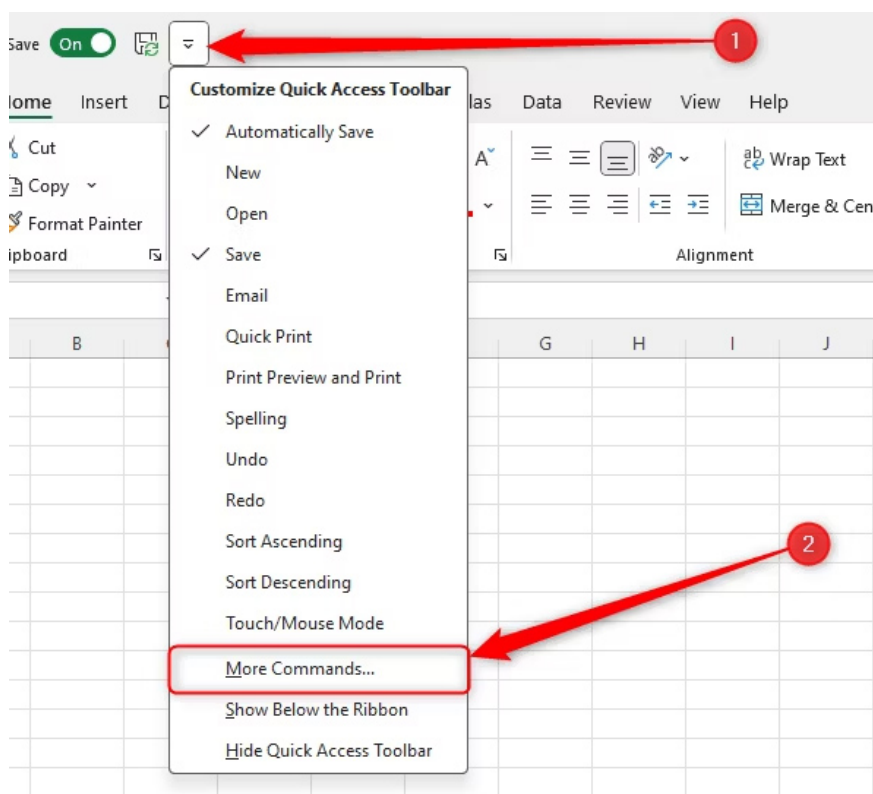
When you want to freeze rows or columns in Excel, you need the freeze tool for quick processing. Then you can easily read the data table content while still fixing the title or data column you need.



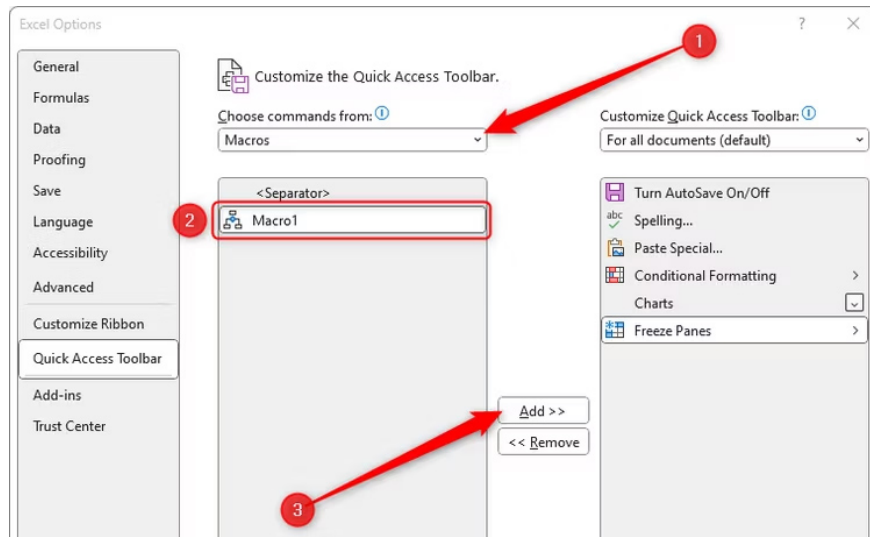
Action macros

Microsoft 365 native macros let you perform actions with one click. In addition, Excel allows you to add personalized macro buttons to the Quick Access Toolbar, helping to execute commands faster.

At the Excel interface, click **the arrow icon in the Quick Access bar** and select **More Commands**.



Next we will add the Macro to the Quick Access Toolbar for use.



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