

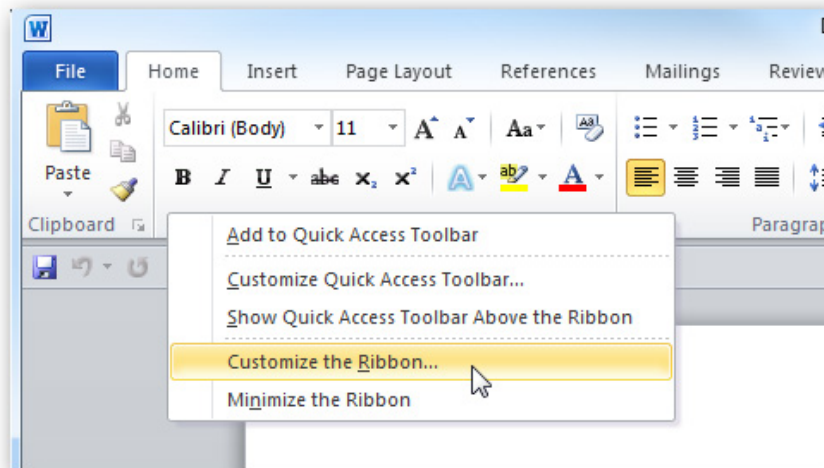
# Backup and restore Office 2010 Ribbon toolbar

Microsoft Office 2010 version allows users to easily customize and change the Ribbon toolbar and Quick Access Toolbar, through which we can quickly group and categorize commands or functions together ...

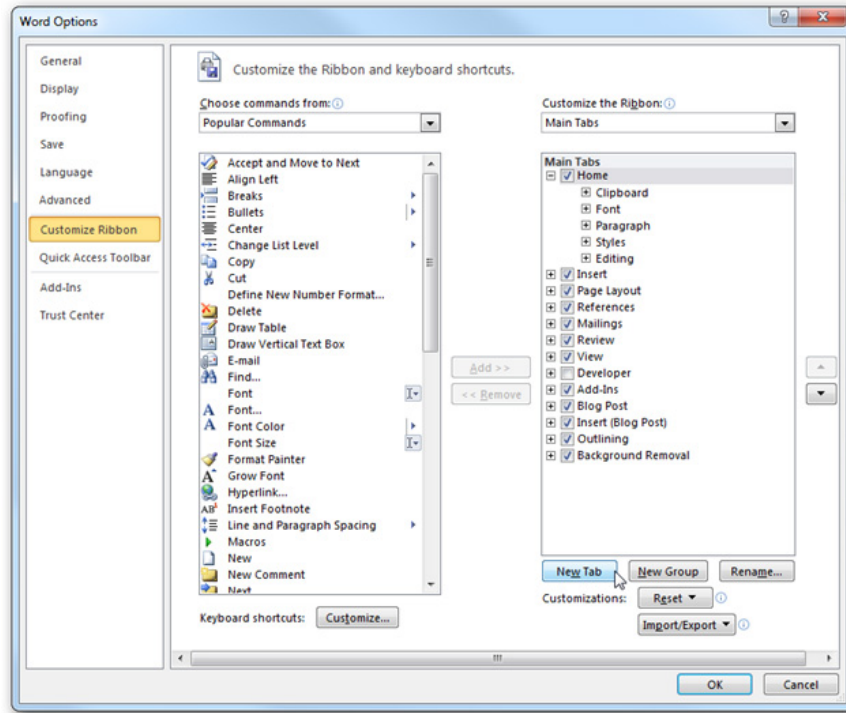
**TipsMake.com - Microsoft Office 2010 version allows users to easily customize and change the Ribbon toolbar and Quick Access Toolbar, through which we can quickly group and categorize commands or functions together.** . In the following article, we will show you how to backup and restore toolbars after setting this up in a simple way.

## Create and backup Customized Tab:

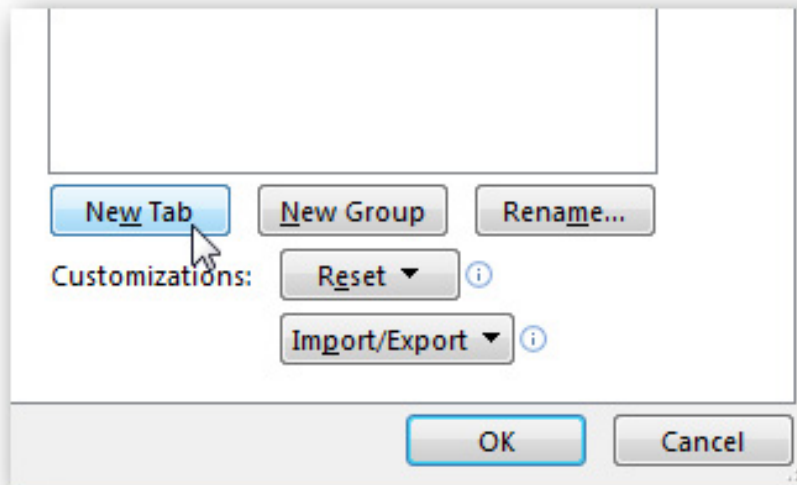
Specifically, in this test, we use **Microsoft Office 2010** , but with some recent versions, you can apply the same way. To get started, right-click the blank space on the toolbar and choose **Customize the Ribbon:**



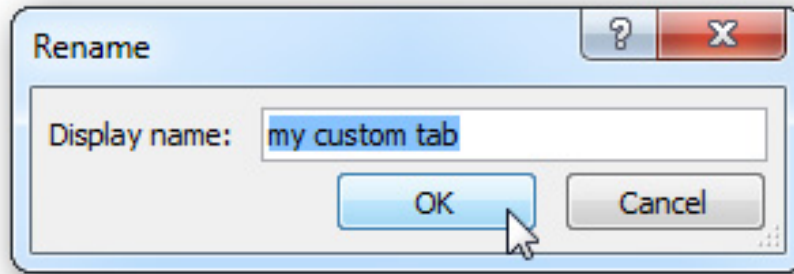
The **Word Options** screen is displayed, where we can do a lot of options and settings according to user needs or personal preferences:



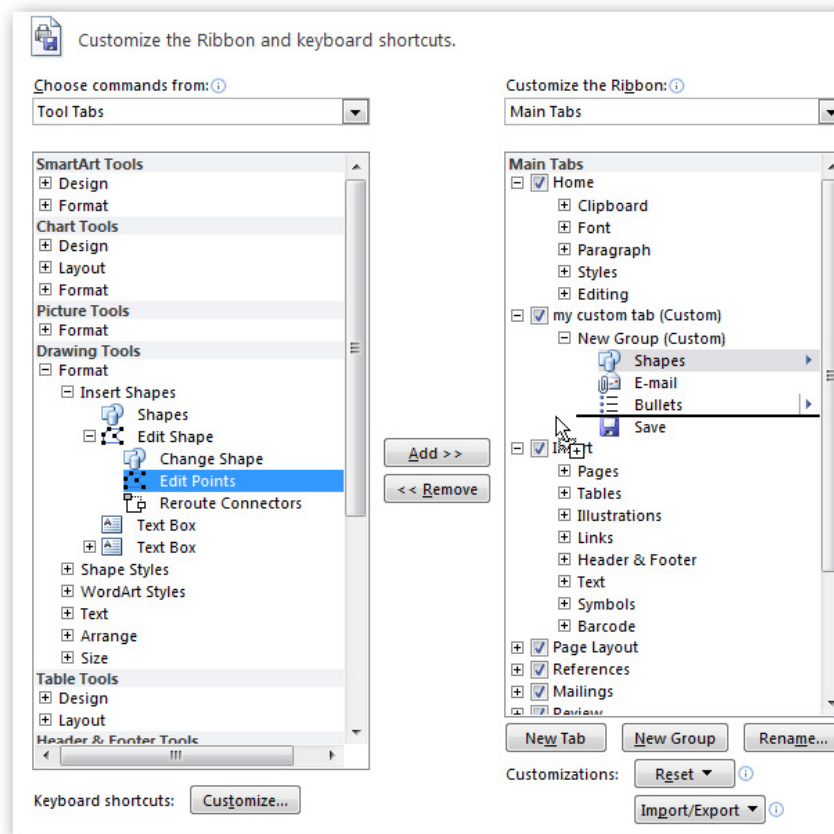
And to create a new customized tab, click the **New Tab** button :



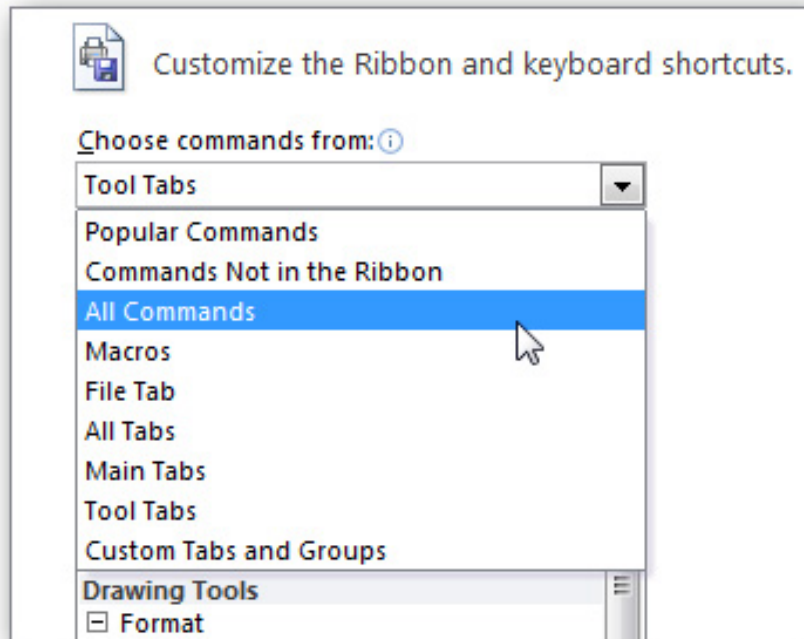
Name this new tab:



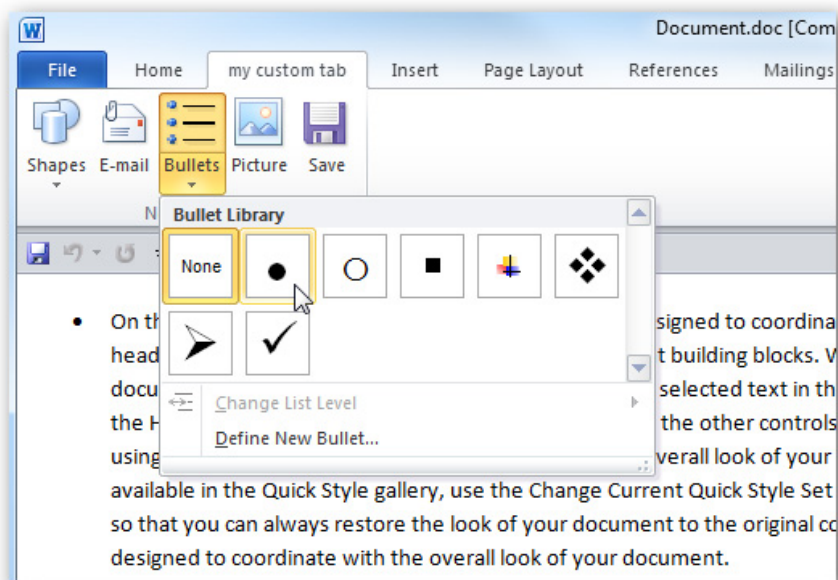
The next thing is quite simple, we just need to drag and drop the corresponding function commands from the left column to the right:



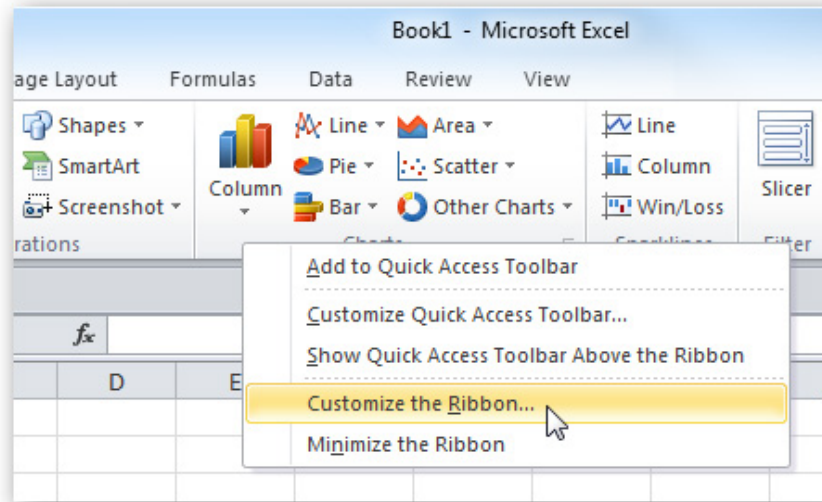
Select the corresponding display method from the dropdown menu by group or all commands:



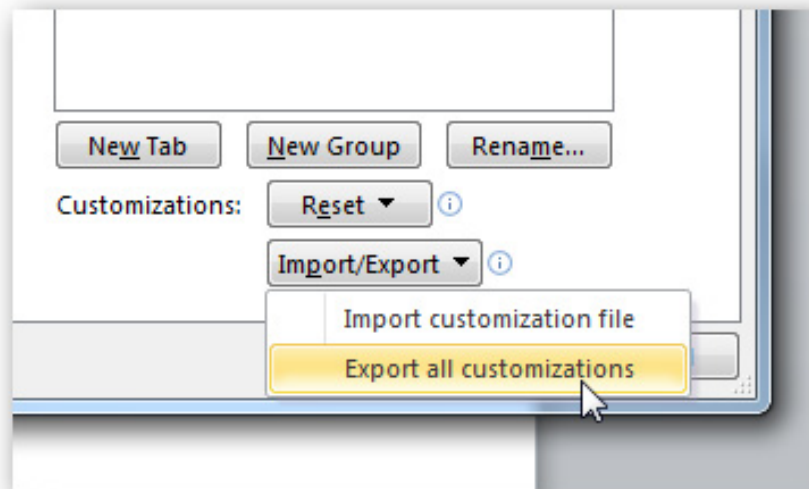
Basically so we have finished creating the custom function tab at will. You can create 1 or more tabs in the same way:

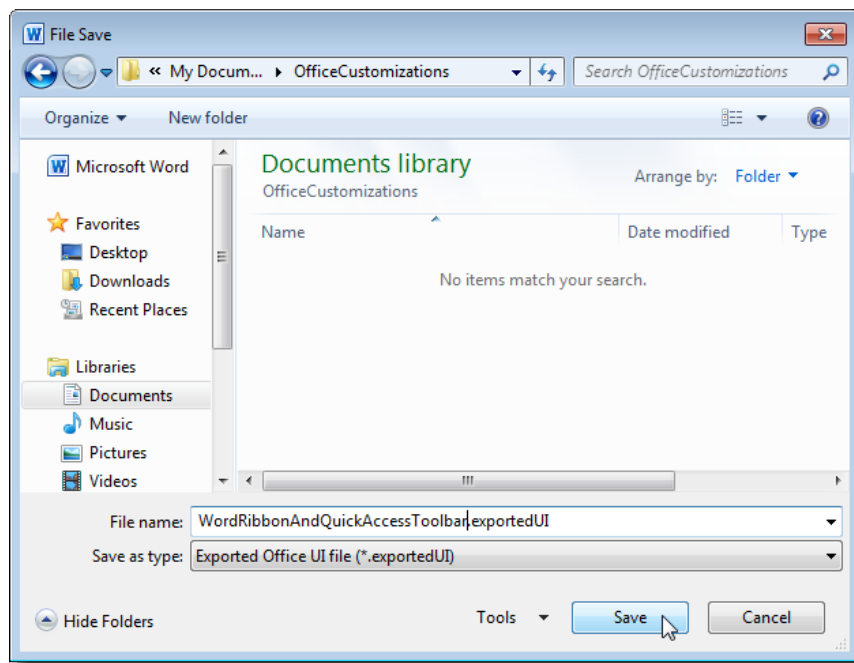


However, you should note that these function tabs exist only in certain applications or environments. For example, if created in **Word**, it will not be displayed in **Excel** or **PowerPoint**:

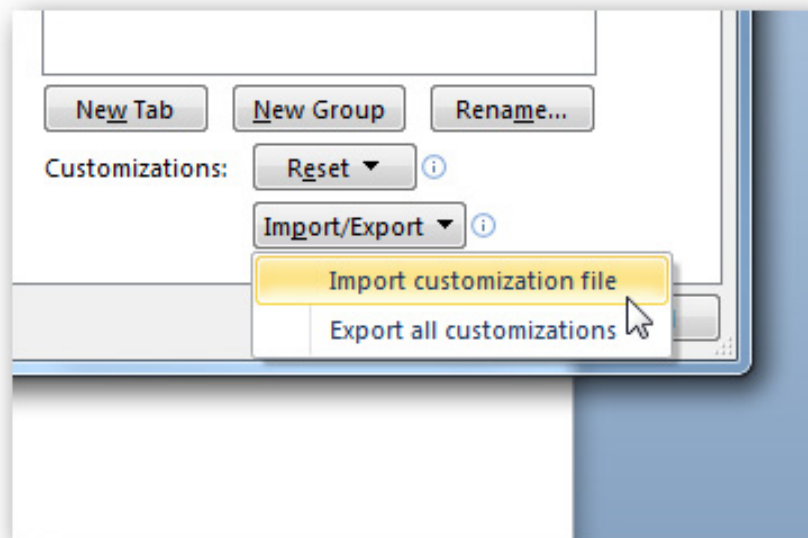


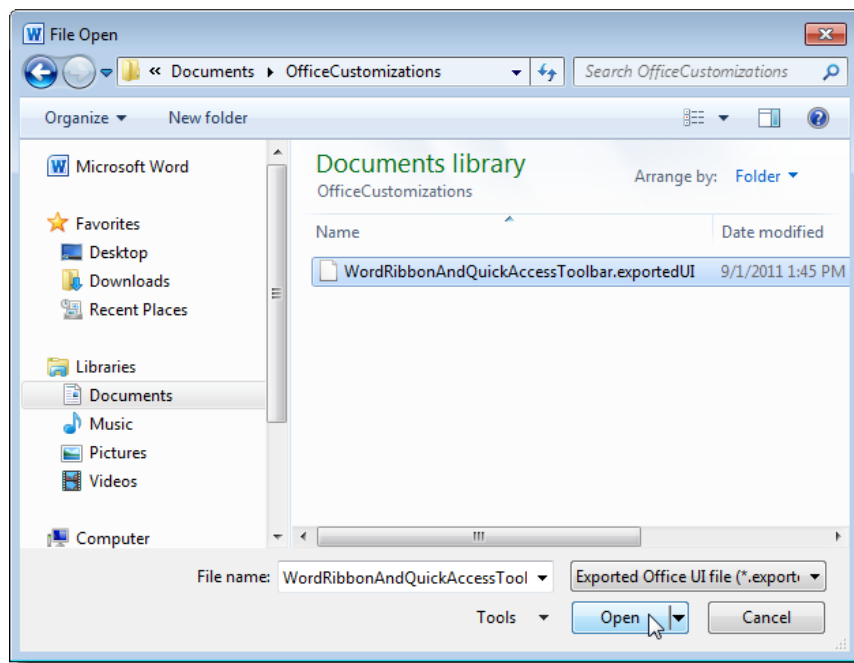
One useful point we can do is the ability to extract these customizations for use on other computers with the same version of **Office** . To do so, select the **Customize Ribbon** section at the bottom of the control panel and click **Import / Export**> **Export all customizations** , then save the file in a folder on your hard drive:



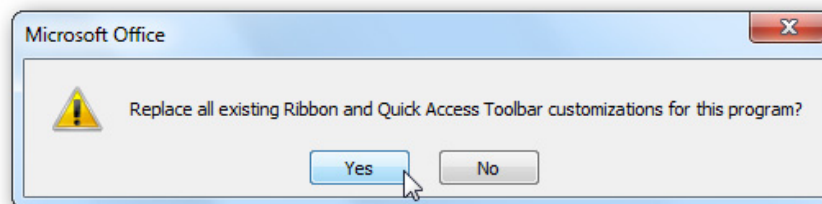


On other computers, if you want to re-use those settings, then select **Ribbon Customizations> Import customizations file** , point the path to the file just **exported** at the previous step:

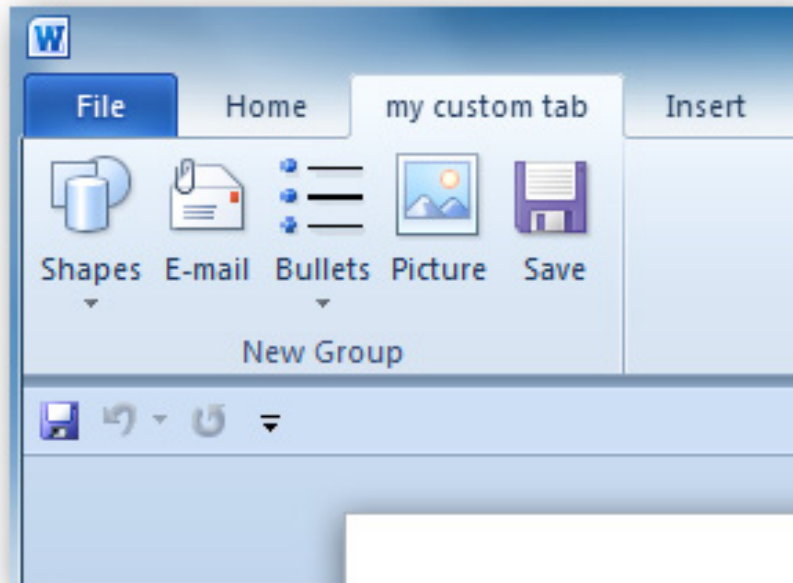




The program will display the following message, click **Yes** :



And this is the result after importing the settings:



Good luck!

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