

The Excel tip of the month is really applicable to all Office components. Because I have found it especially useful in Word, I will illustrate it in Word.

Customize the toolbar

Right click on the toolbar and choose Customize.... Then select the commands tab. You will be able to select from what look like menu headings and from the items from any menu. There is much more here than just the items in the menus. The illustration below shows where to find the Subscript and Superscript functions. Just click on the desired command and drag to the place you want it on the tool bar. You can also remove items from the toolbar by dragging them off the bar. When you're finished, click on the close button.

