

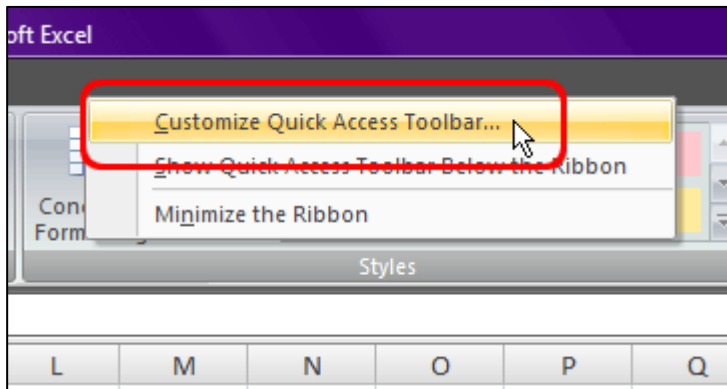
Adding the Calculator to the Quick Access Toolbar in Excel



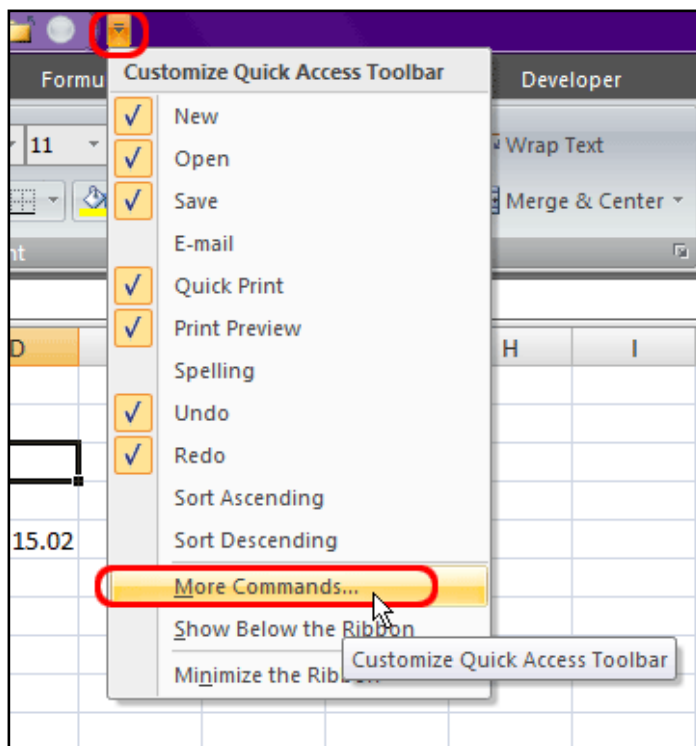
Do one of the following:

1. Either right-click on the ribbon and choose **Customize Quick Access Toolbar**, or

Click the down arrow to the right of the **Quick Access Toolbar**.

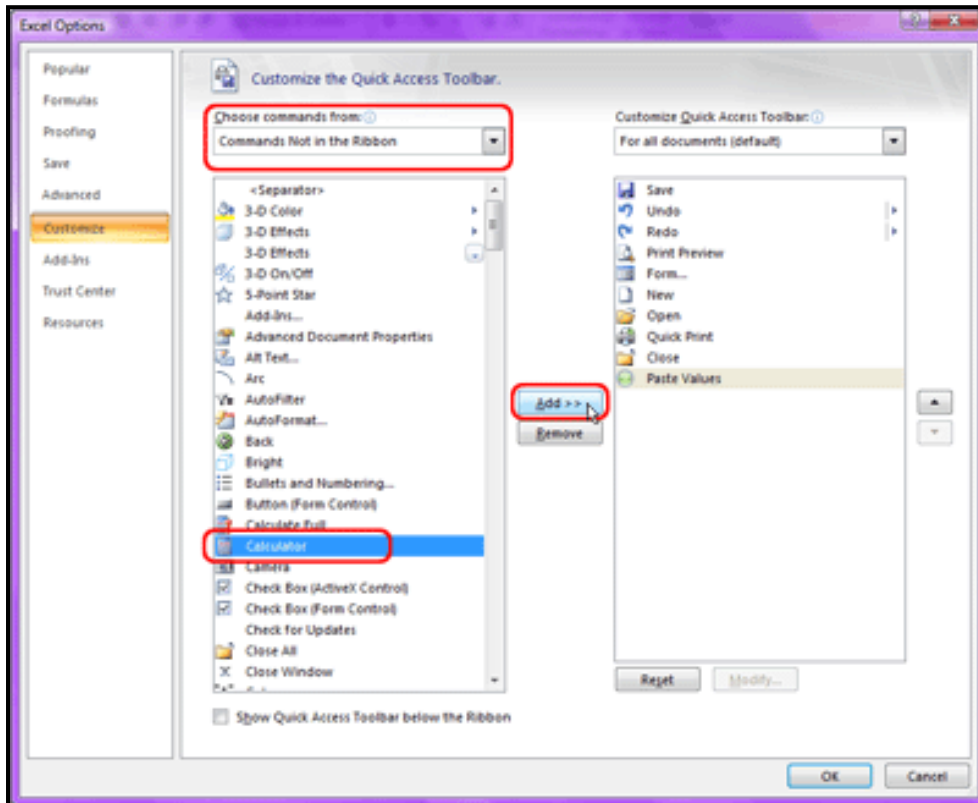


2. Choose **More Commands**.
3. Above the commands list choose **Commands Not in the Ribbon**.



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4. Select **Calculator** from the list.



5. Click the **Add** button in the centre.

6. Click OK to finish.

The calculator is now a button the Quick Access Toolbar.