MICROSOFT OFFICE 2013 – ADDING A CUSTOM TAB

Objectives

✓ Learn how to create and customize a custom tab in the ribbon
✓ The example below uses Microsoft Word 2013, but can also be used for:

  Excel 2013   PowerPoint 2013   Outlook 2013   Publisher 2013   Access 2013

Terminology:

The Process:

1. Open Microsoft Word 2013 > Select Blank Document

2. Right-click somewhere on the Ribbon > Select Customize the Ribbon

3. Select New Tab
4. **STEP 4:** Click on **New Tab (Custom)** in the right column > **Select Rename**

   ✓ This will be the name of the tab as it appears along the top of your program (HOME, INSERT, DESIGN, PAGE LAYOUT, ETC).

   ✓ Using all capital letters will make your custom tab name appear with the same formatting as the other tabs.

5. **STEP 5:** Click on **New Group (Custom)** in the right column, just below the tab name you just entered > **Select Rename**

   ✓ This is the name of the group of tools you are creating and appears below the tools (CLIPBOARD, FONT, PARAGRAPH, STYLES, ETC).

6. Use the “**Choose commands from**” dropdown above the left column to select a group of tools to choose from (shown to the right).

   ✓ To select from the **default tabs you see in Word**, select **Main Tabs**

   ✓ You can also choose from other popular commands.

7. **Drag-and-Drop the tools you want** from the left column to your newly created group in the right column.

   ✓ You can also use the **Add** button located between the columns to add the tool to the right and **Remove** to remove any selected tool from the right column.
8. To re-order your tools, drag them up/down into a new position (shown to the right)

9. (Optional) To create another group in your tab > Select New Group in the right column. Go back and continue from STEP 5 to rename it and add the tools you need.

10. Click OK

If you have any questions, please contact pod@rose-hulman.edu for assistance.