Customize the ribbon

*Applies To: Excel 2010 Word 2010 Outlook 2010 PowerPoint 2010 Access 2010**More...*

Use customizations to personalize the ribbon the way that you want it. For example, you can create custom tabs and custom groups to contain your frequently used commands.

**IMPORTANT:** Ribbon customization is specific to the Microsoft Office program you are working in at the time. Ribbon customization does not apply across the Office programs.

You can rename and change the order of the default tabs and groups that are built-into Microsoft Office 2010. However, you cannot rename the default commands, change the icons associated with these default commands, or change the order of these commands. The default commands appear in gray text.

To add commands to a group, you must add a custom group to a default tab or to a new, custom tab. To help you identify a custom tab or group and to distinguish from a default tab or group, the custom tabs and groups in the **Customize the Ribbon** list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.



1. Default tab and group that has commands that cannot be changed

2. Custom group in a default tab that has new commands added. These new commands can be changed.

To start to customize your ribbon, see the steps below.

What do you want to do?

[Watch videos that show how to customize the ribbon](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6%22%20%5Cl%20%22__toc323203872)

[Get to the Customize the Ribbon window](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)

[Work with tabs](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203874)

[Add a custom tab](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203875)

[Rename a default or custom tab](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259182)

[Hide a default or custom tab](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__add_commands_to)

[Change the order of default or custom tabs](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203878)

[Remove a custom tab](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259187)

[Work with groups](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203880)

[Add a custom group to a tab](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259183)

[Rename a default or custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203882)

[Change the order of the default and custom groups](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__replace_a_default_1)

[Remove a default or custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259189)

[Replace a default group with a custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__replace_a_default_2)

[Work with commands](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203886)

[Add commands to a custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203887)

[Remove a command from a custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203888)

[Rename a command that you added to a custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259191)

[Change the order of the commands in custom groups](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__reset_the_ribbon)

[Reset the ribbon](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__reset_the_ribbon_1)

[Reset the ribbon to the default settings](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203892)

[Reset only the selected tab](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc323203893)

[Export a customized ribbon](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__export_a_customized)

[Import a customized ribbon](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259194)

Watch videos that show how to customize the ribbon

Watch a series of videos that shows you how to customize the ribbon at [Video: Customize the ribbon](https://support.office.com/en-us/article/Video-Customize-the-ribbon-0ff044ff-325d-458b-81af-3235cef49386).

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Get to the Customize the Ribbon window

1. Click the **File** tab.
2. Under **Help**, click **Options**.
3. Click **Customize Ribbon**.

You can also get to the **Customize the Ribbon** window, by right-clicking any tab on the ribbon, and then clicking **Customize the Ribbon**.

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Work with tabs

Add a custom tab

When you click **New Tab**, you add a custom tab and custom group. You can only add commands to custom groups.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click **New Tab**.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181) section.

1. To see and save your customizations, click **OK**.

To add commands to a custom group, see the [Add commands to a custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__add_commands_to_1) section.

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Rename a default or custom tab

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab that you want to rename.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181) section.

1. Click **Rename**, and then type a new name.
2. To see and save your customizations, click **OK**.

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Hide a default or custom tab

You can hide both custom and default tabs, but you can only remove custom tabs.

In the **Customize the Ribbon** list, the custom tabs and groups have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, clear the check box next to the default tab or custom tab that you want to hide.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. To see and save your customizations, click **OK**.

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Change the order of default or custom tabs

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab that you want to move.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click the **Move Up** or **Move Down** arrow until you have the order you want.
2. To see and save your customizations, click **OK**.

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Remove a custom tab

You can hide both custom and default tabs, but you can only remove custom tabs.

In the **Customize the Ribbon** list, the custom tabs and groups have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab that you want to remove.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Remove**.
2. To see and save your customizations, click **OK**.

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Work with groups

Add a custom group to a tab

You can add a custom group to either a custom tab or a default tab.

1. In the **Customize the Ribbon** window, under the **Customize the Ribbon** list, click the tab that you want to add a group to.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **New Group**.
2. To rename the **New Group (Custom)** group, right-click the group, click **Rename**, and then type a new name.

You can also add an icon to represent the custom group by clicking the custom group, and then clicking **Rename**. For more information about what the icon is used for, see [Why am I seeing a green ball on the ribbon?](https://support.office.com/en-us/article/Why-am-I-seeing-a-green-ball-on-the-ribbon-5cf6b6ed-be70-4c5f-9141-39ae0df0c206).

1. To hide the labels for the commands that you add to this custom group, right-click the group, and then click **Hide Command Labels**.

To see the labels for the commands in the custom group after you have hidden them, right-click the group, and then click **Hide Command Labels**.

1. To see and save your customizations, click **OK**.

To add commands to a custom group, see the [Add commands to a custom group](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__add_commands_to_1) section.

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Rename a default or custom group

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab or group that you want to rename.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Rename**, and then type a new name.

While you are renaming a custom group, you can also click an icon to represent that group when the ribbon is resized.

1. To see and save your customizations, click **OK**.

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Change the order of the default and custom groups

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the group that you want to move.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click the **Move Up** or **Move Down** arrow until you have the order you want.
2. To see and save your customizations, click **OK**.

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Remove a default or custom group

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the group that you want to remove.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Remove**.
2. To see and save your customizations, click **OK**.

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Replace a default group with a custom group

You can’t remove a command from a default group, a group built-into Microsoft Office. However, you can make a custom group with only the commands that you want to replace the default group.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the default tab where you want to add the custom group.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **New Group**.
2. Right-click the new group, and then click **Rename**.
3. Type a name for the new group and select an icon to represent the new group when the ribbon is resized.
4. In the **Choose Commands from list**, click **Main Tabs**.
5. Click the plus sign (+) next to the default tab that contains the group that you want to customize.
6. Click the plus sign (+) next to the default group that you want to customize.
7. Click the command that you want to add to the custom group, and then click **Add**.

**NOTE:**  You don’t have to add all the commands. Instead you can add the ones that you want.

1. Right-click the default group, and click **Remove**.

You can get the default group back by [resetting the ribbon](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__reset_the_ribbon_1), but if you want to use your ribbon customizations again, you should [export](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__export_a_customized) them first.

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Work with commands

You can only add commands to a custom group that is under a custom or default tab. You cannot add commands to a default group. Only commands added to custom groups can be renamed. To see how to update a default group, see the [“Replace a default group with a custom group”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__replace_a_default_2) section.

Add commands to a custom group

**NOTE:** In the **Customize the Ribbon** list, the custom tabs and groups have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the custom group that you want to add a command to.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. In the **Choose commands from** list, click the list you want to add commands from, for example, **Popular Commands** or **All Commands.**



1. Click a command in the list that you choose.
2. Click **Add**.
3. To see and save your customizations, click **OK**.

You can also rename a command and add an icon to represent the command by clicking the command, and then clicking **Rename**. For more information about what the icon is used for, see [Why am I seeing a green ball on the ribbon?](https://support.office.com/en-us/article/Why-am-I-seeing-a-green-ball-on-the-ribbon-5cf6b6ed-be70-4c5f-9141-39ae0df0c206).

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Remove a command from a custom group

You can only remove commands from a custom group.

1. In the **Customize the Ribbon** window, under the **Customize the Ribbon** list, click the command that you want to remove.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Remove**.
2. To see and save your customizations, click **OK**.

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Rename a command that you added to a custom group

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the command that you want to rename.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Rename**, and then type a new name.

While you are renaming a command you added to a custom group, you can also click an icon to represent that command.

1. To see and save your customizations, click **OK**.

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Change the order of the commands in custom groups

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the command that you want to move.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click the **Move Up** or **Move Down** arrow until you have the order you want.
2. To see and save your customizations, click **OK**.

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Reset the ribbon

You can choose to reset all tabs on the ribbon or only the selected tabs to their original state. When you reset all tabs on the ribbon, you also reset the Quick Access Toolbar to show only the default commands.

Reset the ribbon to the default settings

**IMPORTANT:** When you click **Reset all customizations**, you reset both the ribbon and the Quick Access Toolbar to the default settings.

1. In the **Customize the Ribbon** window, click **Reset**.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Reset all customizations**.

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Reset only the selected tab

You can only reset default tabs to their default settings.

1. In the **Customize the Ribbon** window, select the default tab that you want to reset to the default settings.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Reset**, and then click **Reset only selected Ribbon tab**.

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Export a customized ribbon

You can export your ribbon and Quick Access Toolbar customizations into a file that can be imported and used by a coworker or on another computer.

1. In the **Customize the Ribbon** window, click **Import/Export**.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Export all customizations**.

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Import a customized ribbon

You can import customization files to replace the current layout of the ribbon and Quick Access Toolbar. By being able to import the customization, you can keep Microsoft Office programs looking the same as your coworkers or from computer to computer.

**IMPORTANT:** When you import a ribbon customization file, you lose all prior ribbon and Quick Access Toolbar customizations. If you think that you might want to revert to the customization you currently have, you should export them before importing any new customizations.

1. In the **Customize the Ribbon** window, click **Import/Export**.

To get to the **Customize the Ribbon** window, see the [“Get to the Customize the Ribbon window”](https://support.office.com/en-us/article/Customize-the-ribbon-3c610b47-6f0f-4179-83d3-68a254a80ea6#__toc266259181)section.

1. Click **Import customization file**.