

How to Customize the Ribbon

Microsoft Project

Overview from stakeholdermap.com



How to Access Ribbon Customization

Step 1: Access Ribbon Customization Options

- Open Microsoft Project.
- Go to the top menu and click on "File."
- In the dropdown menu, select "Options."

Step 2: Open the Customize Ribbon Section

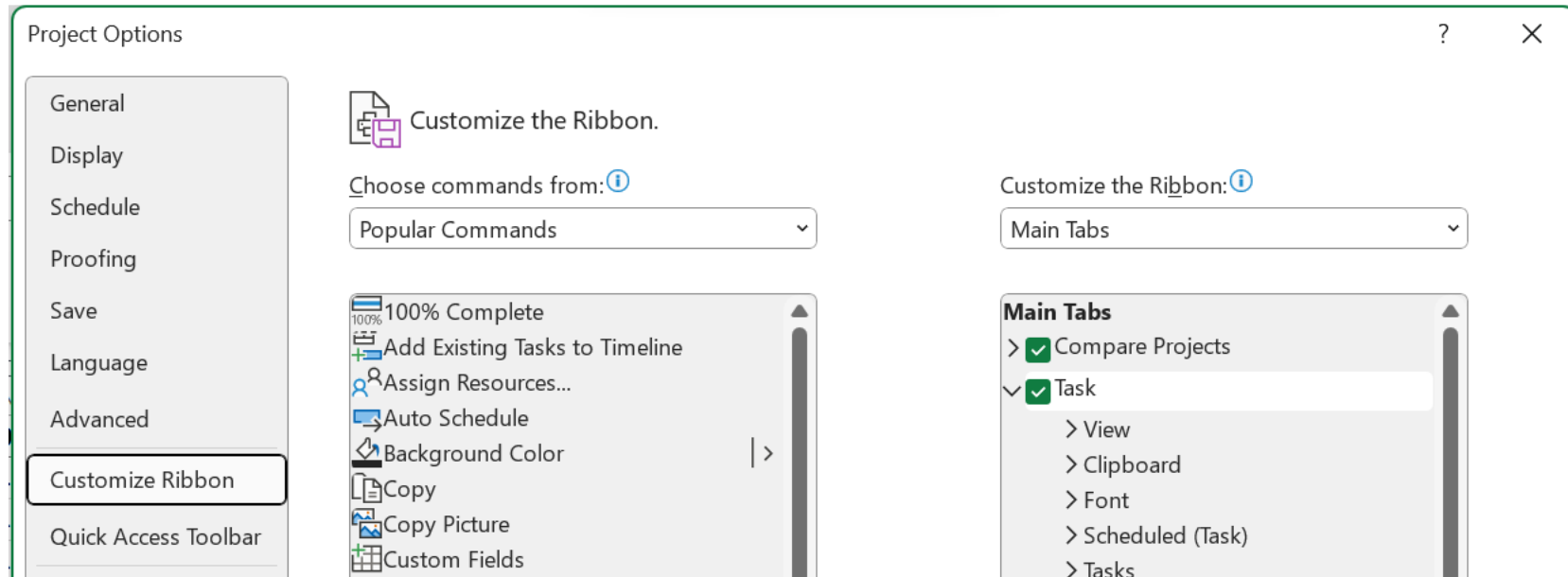
- In the Options window, select "Customize Ribbon" from the sidebar on the left.

Step 3: Reset the Ribbon (Optional)

- If you have previously customized your ribbon and want to start fresh, click the "Reset" button to restore default settings



Go to **File, Options then Customize Ribbons** to change the tabs and buttons you see in Microsoft Project



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How to Create a New Tab & New Group

Step 1: Create a New Tab

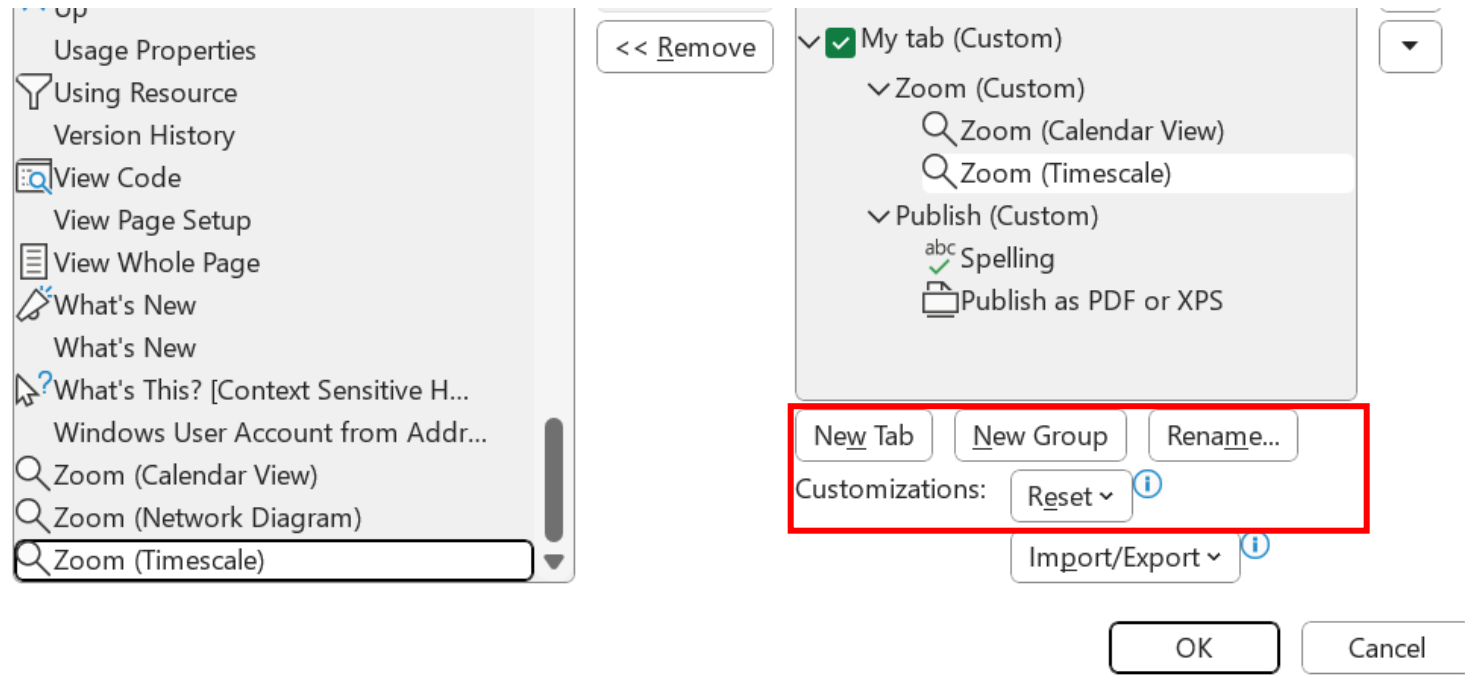
- In the Customize Ribbon section, click on the "New Tab" button.
- A new tab will be created. Rename this tab to something meaningful.

• Step 2: Create and Rename New Groups

- Within your new tab, create a new group by clicking on the "New Group" button.
- Rename this new group to something descriptive.



Use the New Tab and New Group buttons to Customize the Ribbon



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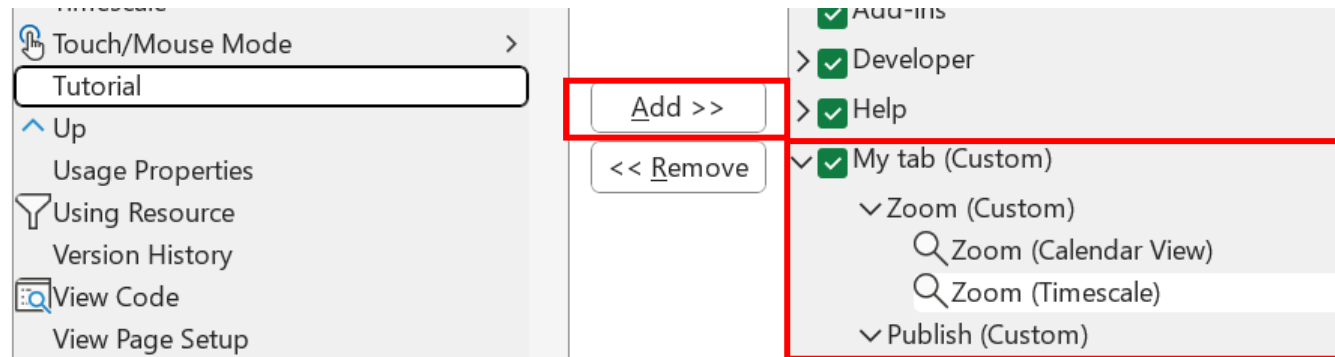


Add Commands / Buttons

- Select "Commands Not in the Ribbon" from the dropdown menu on the left.
- Locate the buttons you want and click "Add."
- Create additional groups as needed. For example, create a group named "Publish" and add commands like "Check Spelling" and "Save to PDF."
- Add the desired commands to these groups by selecting them and clicking "Add."



Use the **Add** button to move commands onto the Ribbon



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View and Use Your Custom Tab

Step 1: Finalize Your Custom Ribbon

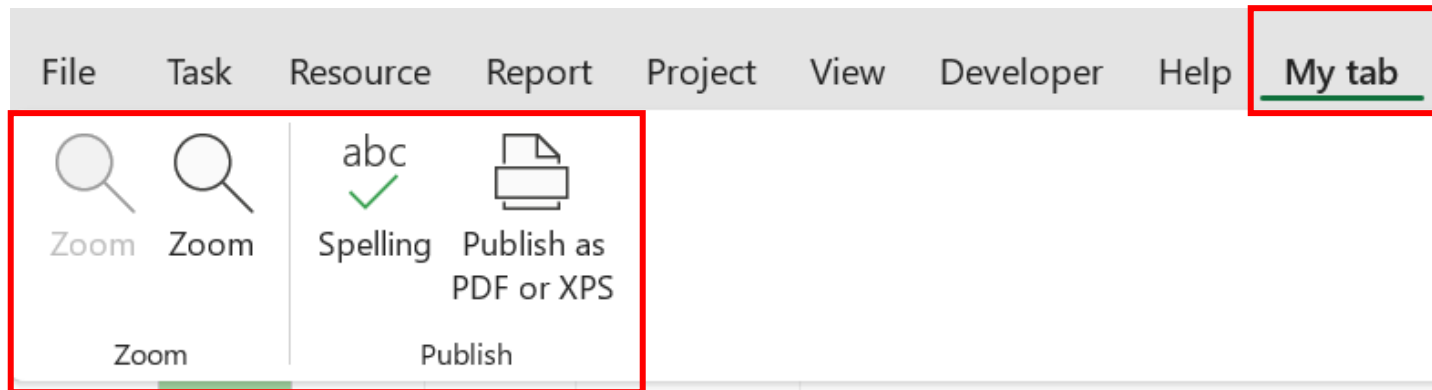
- After adding all the desired commands to your groups, click "OK" to save your changes.
- Your custom tab, along with the groups and commands you added, will now appear at the top of the ribbon in Microsoft Project.

Step 2: Verify and Use Your Custom Ribbon

- Check the top of your Microsoft Project window to see your newly created tab.
- Ensure that all the functions you added are easily accessible within the custom tab.



Your Custom Tab will appear on the Ribbon. The tab will be available in your new project plans



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Microsoft Project Resources

- [eBook Essential Microsoft Project](#)
- [Template Project Plans](#)
- [How to show Progress Lines](#)
- [How to view the Critical Path](#)
- [How to add RAG status](#)
- [How to use the Timeline](#)

