



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - February 2011

### New phone numbers in Silver Spring

- Silver Spring has recently changed to Voice Over IP (VOIP) phones and everyone now has an individual number. This means some phone numbers have changed. Check with your line office to get a new phone list. Many of the phone numbers in the NOAA Directory might not be updated yet. This is also a reminder to check both the LDAP (email information) and the NOAA Staff Directory when your phone number changes to verify your information is up to date.

If you have any questions, please call the Computer Helpdesk at 6377.

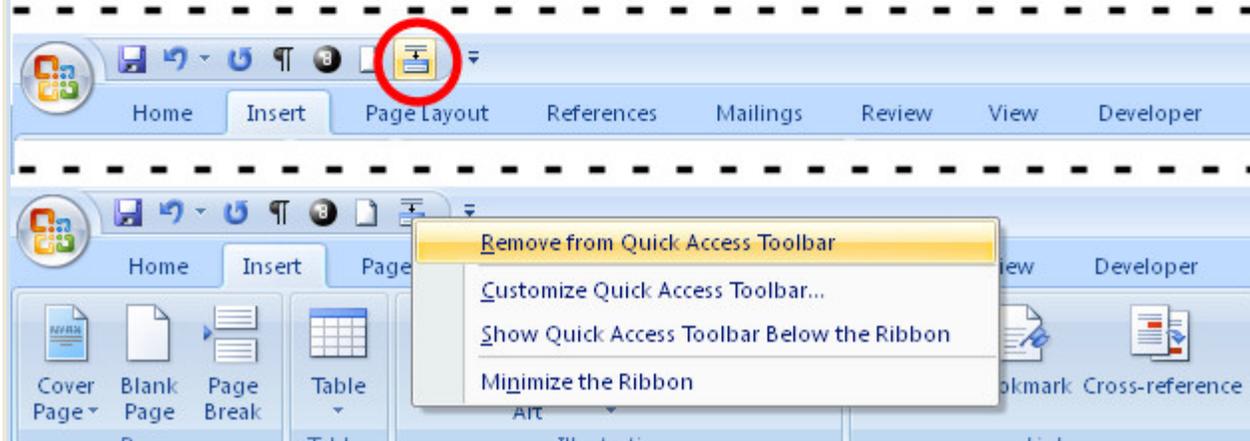
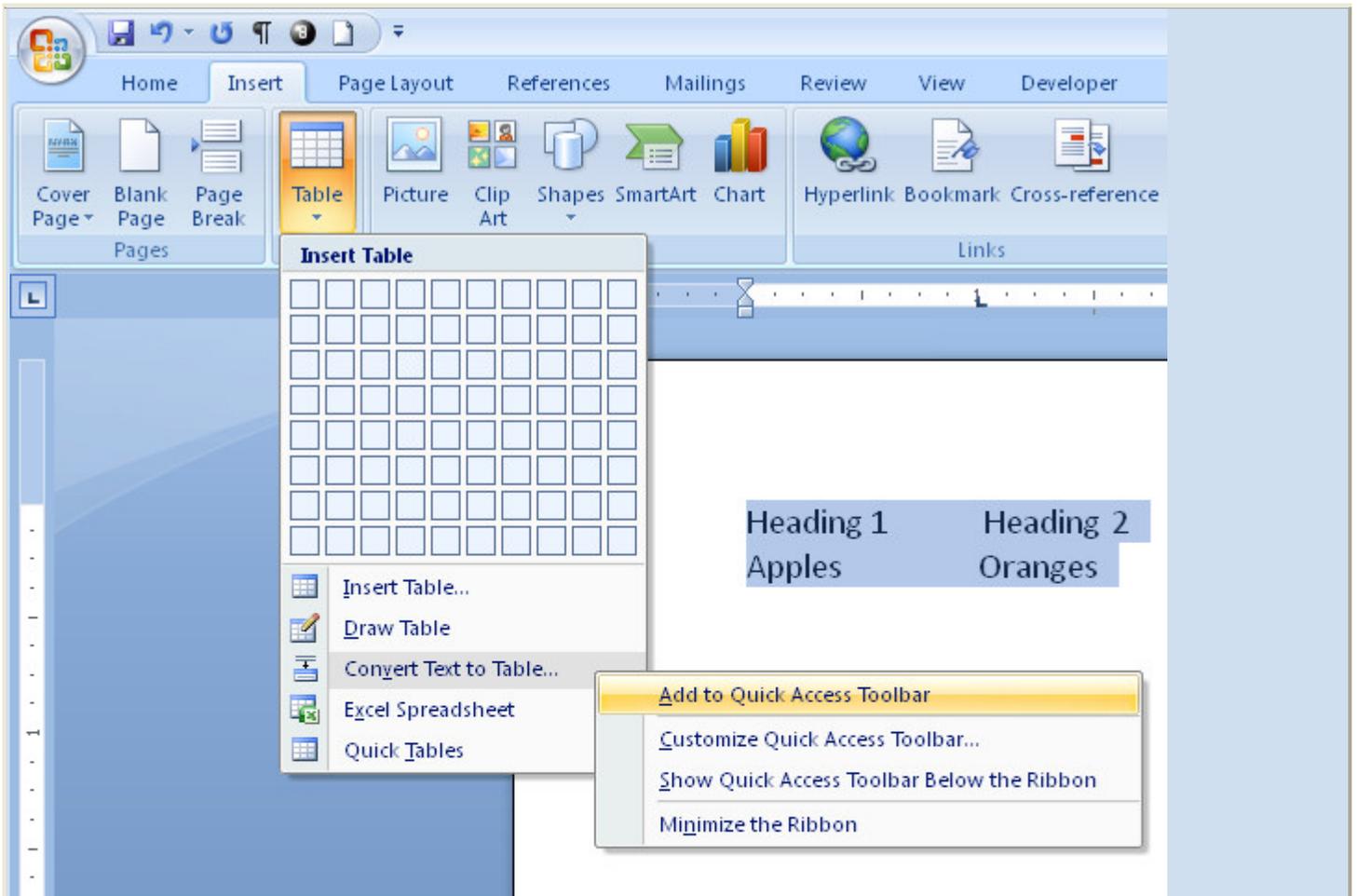
### February Tech Tips

- **Office Quick Access Bar**

Microsoft Office has a feature called the Quick Access Toolbar. This is the small toolbar at the top of the application that allows you to place your most commonly used or hard to find tools where you can get to them easily.

To put a new icon for a feature on the Quick Access Toolbar, just find the command you want and right-click on it. In the context menu that appears, select "Add to Quick Access Toolbar". The "Convert Text to Table..." command is buried in a sub-menu that I have a hard time finding. I right-clicked on the command and selected to add it to my Quick Access Toolbar. You can see the middle of the image below a new icon has been placed on the Quick Access Toolbar in Word.

If you want to remove an icon from the Quick Access Toolbar, just right-click on the icon and select "Remove from Quick Access Toolbar".



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Previous Tech Tips located at [www.wrc.noaa.gov/systems/techtips.htm](http://www.wrc.noaa.gov/systems/techtips.htm)

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