Adding the CloseAll Button to the Quick Access Toolbar
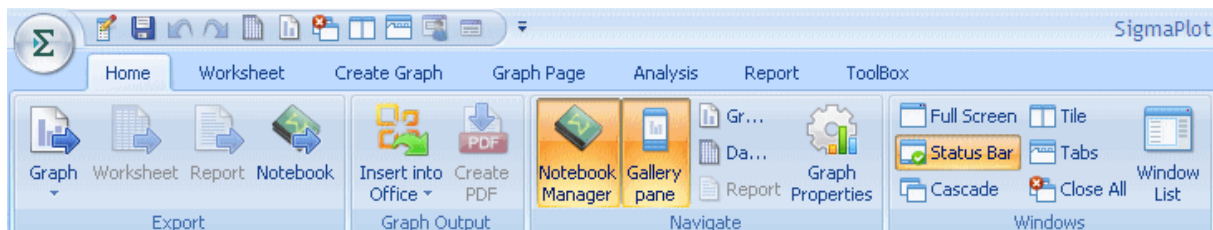
The CloseAll button

closes all open page windows, worksheet, report etc. with a single click.
You find it in the Home ribbon > Windows section.

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To have this button always available, add it to the Quick Access Toolbar

Click on the little down triangle in the Quick Access Toolbar, select „More Commands…".
From the Select dropdown list, choose Home, in there select **Close All**, and move it from the left to the right field. Click OK. Your Quick Access Toolbar now look similar to this one above.