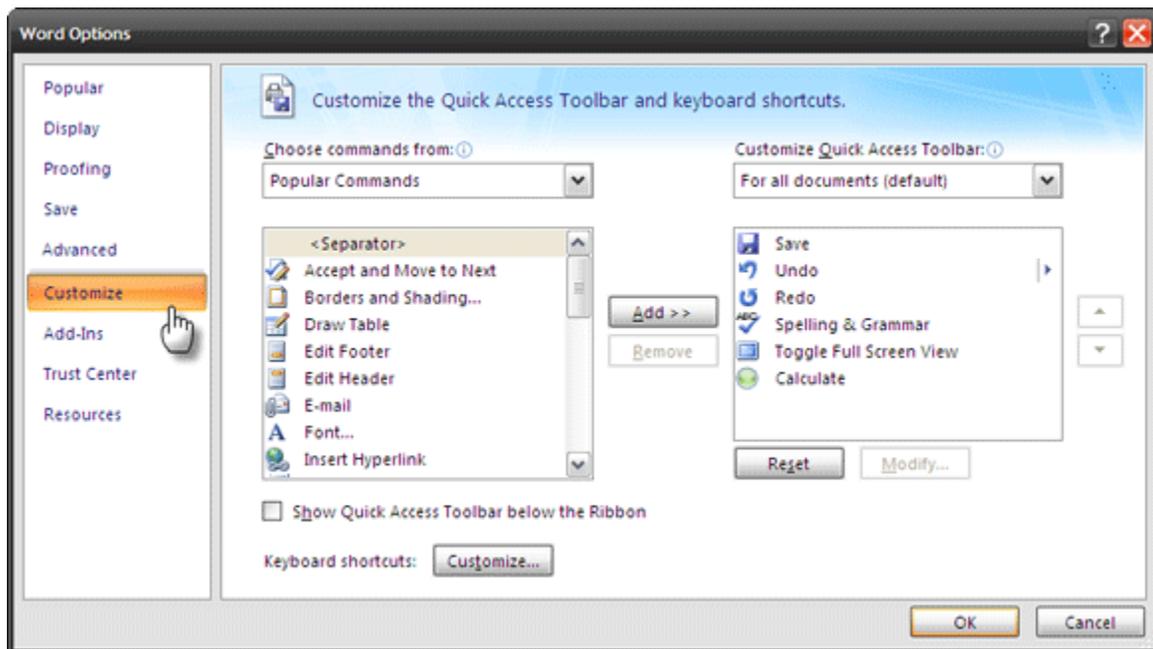


3 Steps To Configuring Your Own Word Shortcut Keys

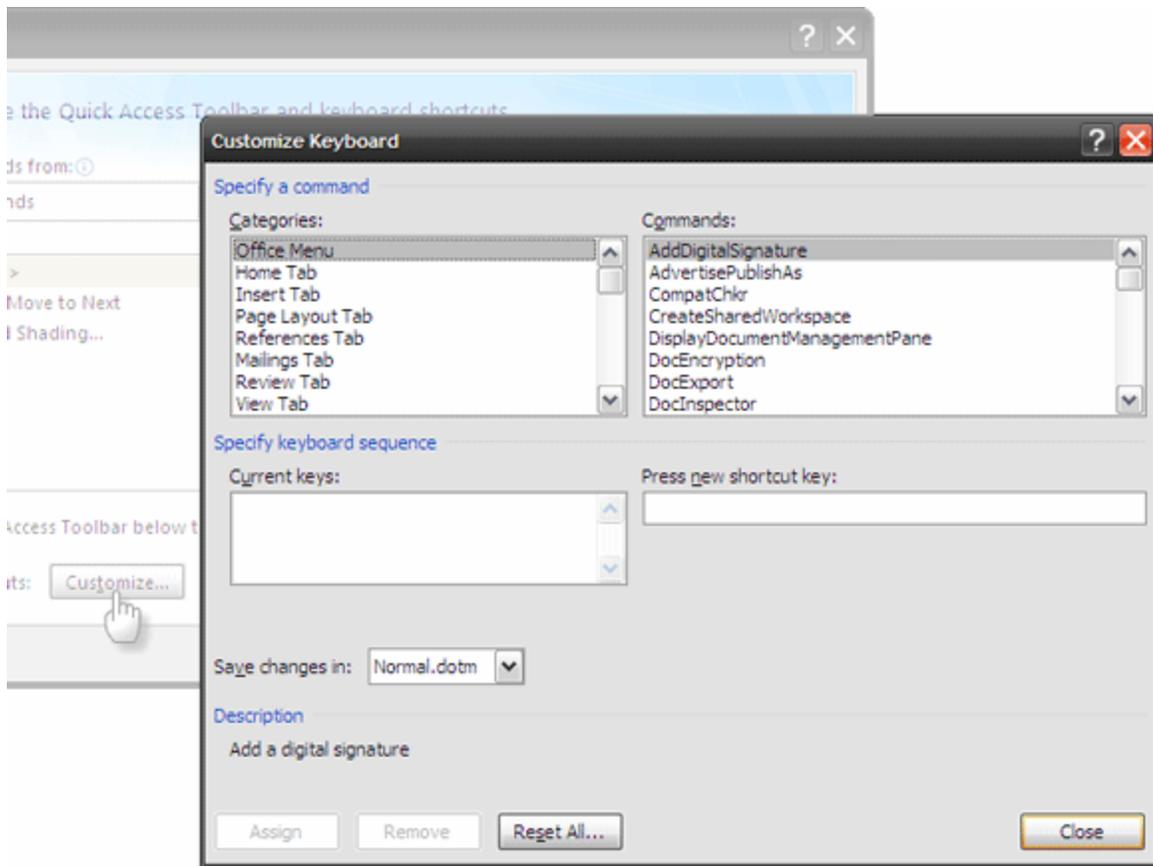
The thing about customizing keyboard shortcuts is that there are some key combinations that you instinctively remember. Also there are some commands or combination of commands for which there are no default shortcut keys. For example, you can set up custom shortcut keys for macros, specific fonts, styles, and special symbols that you frequently use.

So here's how we go about bringing them all within the touch of a key.

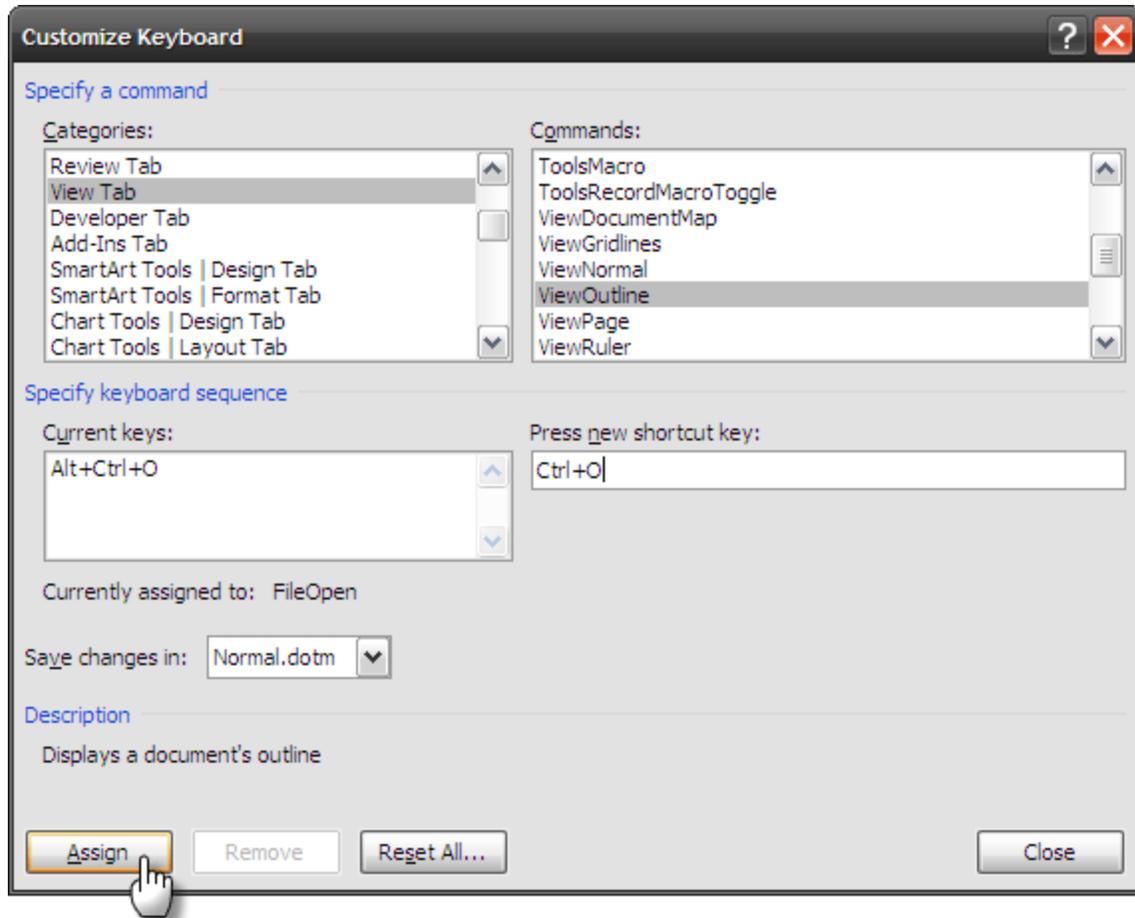
- To start, follow this sequence of clicks: *Office Button – Word Options – Customize*.



- Close to the bottom, click on the *Customize* button for Keyboard shortcuts to bring up the *Customize Keyboard* dialog box.



- In the *Customize Keyboard* dialog box, commands are listed for specific categories. Check the *Description* for what each key does. Each command has its corresponding shortcut listed in the *Current Keys* field. You can easily assign a different set of keys by pressing CTRL (with or without SHIFT/ALT) and a letter. MS Word lets you know if your shortcut combo is assigned to any other command or not. Choose the template to assign the key to – Normal (for all documents or the presently open document). Click on *Assign* and your new shortcut key is set.



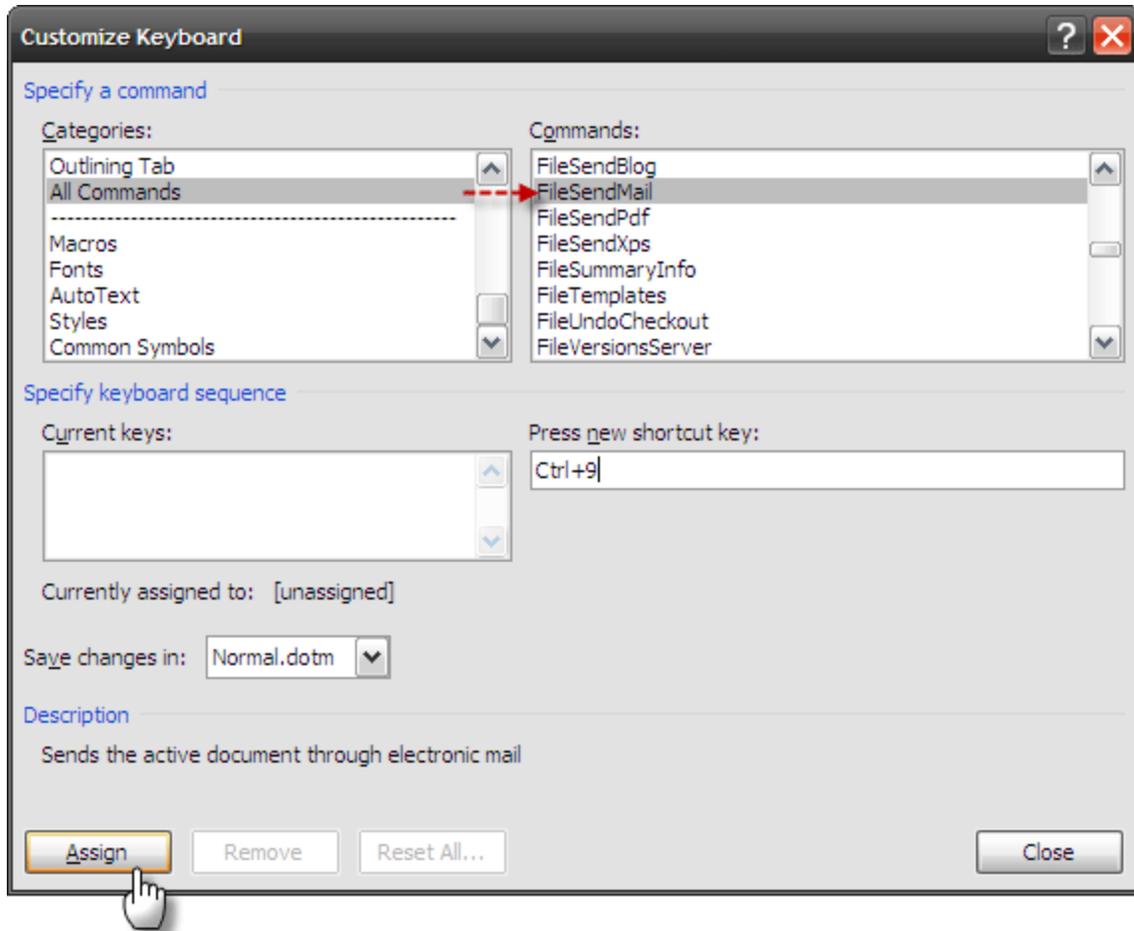
Setting Up A Brand New Word Shortcut Key

There are also some commands for which no Word shortcut keys are assigned by default. Take this for instance – *Sending an open Word document via email*.

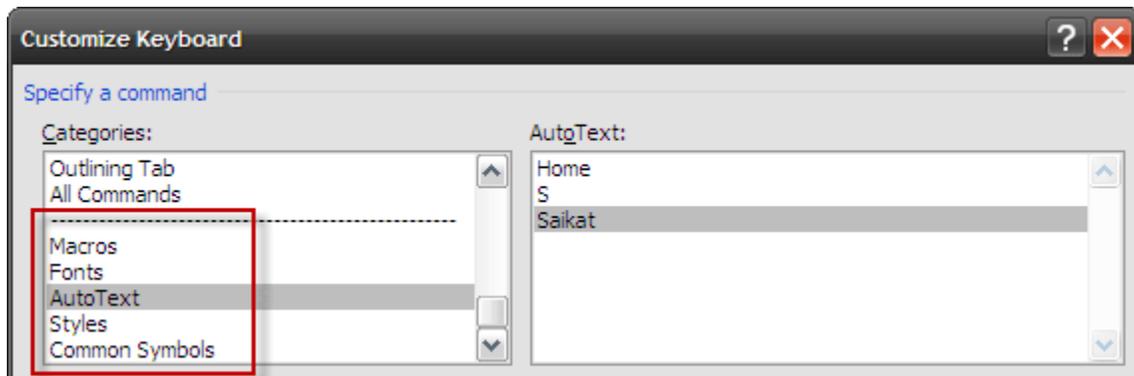
Let's see how to configure a keyboard shortcut for that –

In the *Customize Keyboard* dialog box, check out *All Commands* listed under Categories. In the listings on the right, scroll down to a command called *FileSendMail*.

Select that and press the new shortcut keys you want to have for this task in the *Press new shortcut key* field. Save the changes across all documents (the Normal template) or just the open one. Click on *Assign* to complete the process.



Custom Word shortcut keys can also be set up for *Macros*, *Styles*, *Fonts*, *Autotext*, and *Common Symbols*.



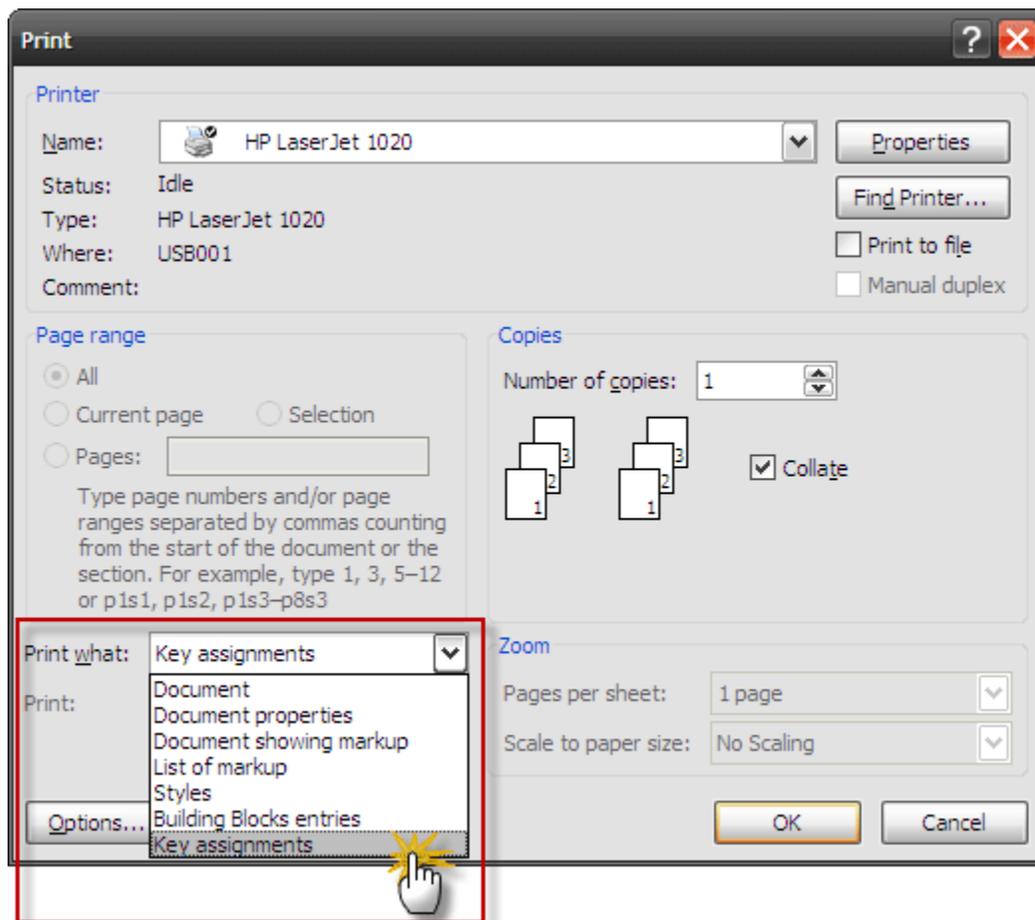
Explore the commands given for them under categories. There are probably some which you use very frequently. For example, a repeated activity like inserting your name or address as an autotext could benefit from a shortcut key.

Remembering Them All

You have just set up a dozen fresh shortcut keys and are on the threshold of boosted productivity. It will take a bit of time before you are silky smooth with them. With a single step, we can print out the list and keep it close. Here's how to have a cheat sheet for our personalized shortcut keys.

Click on CTRL+P for the Print dialog box. You can also go from the menu, but we are talking about shortcuts aren't we?

From the dropdown for *Print What*, select *Key assignments*. Click on *OK* to print out your keyboard shortcuts list.



Note: Only those key assignments that have been reassigned from their defaults will be printed.