

Create shortcuts for quick actions in Word 2013

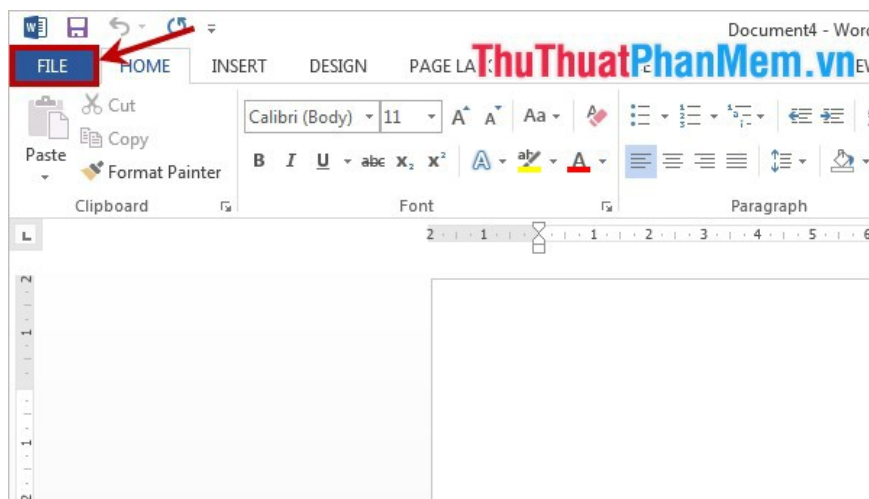
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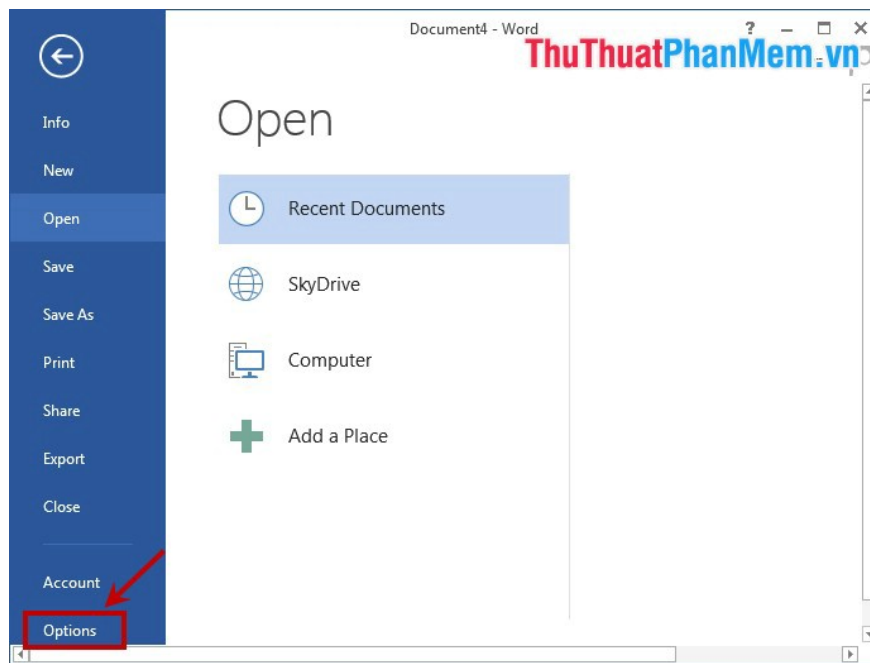
The following article shows you how to create shortcuts to quickly work in Word 2013.

Step 1: Open the Customize Ribbon.

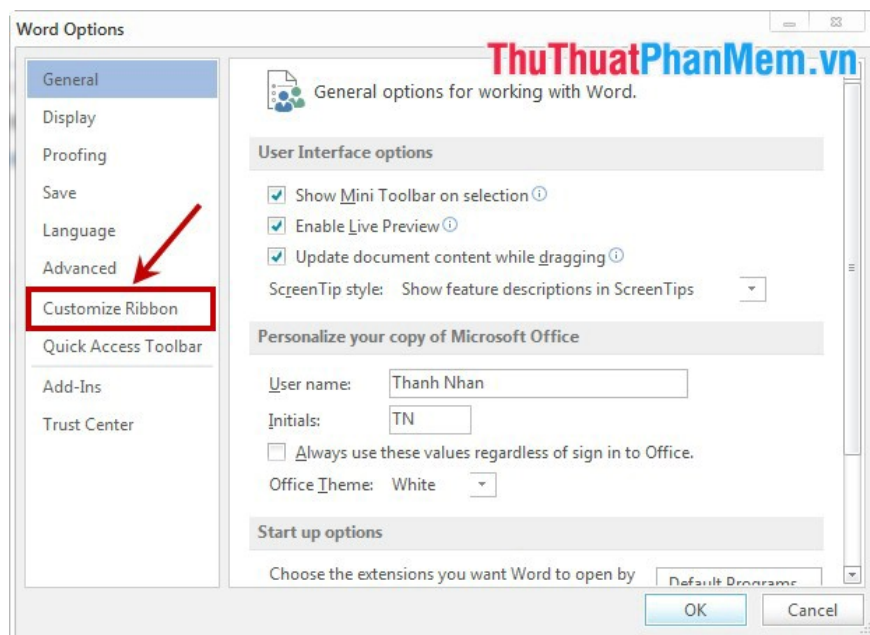
First, click the **File** tab .



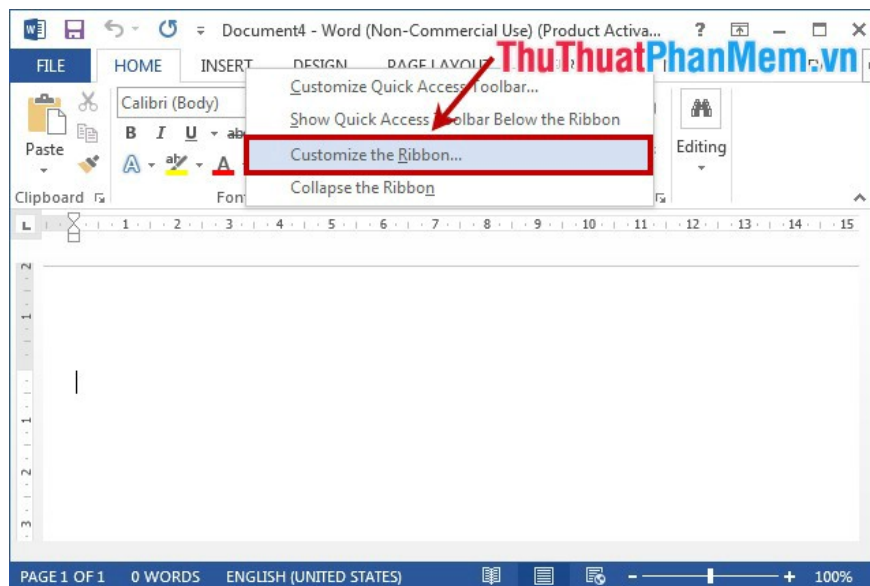
Next, click **Options** in the left menu to open **Word Options** .



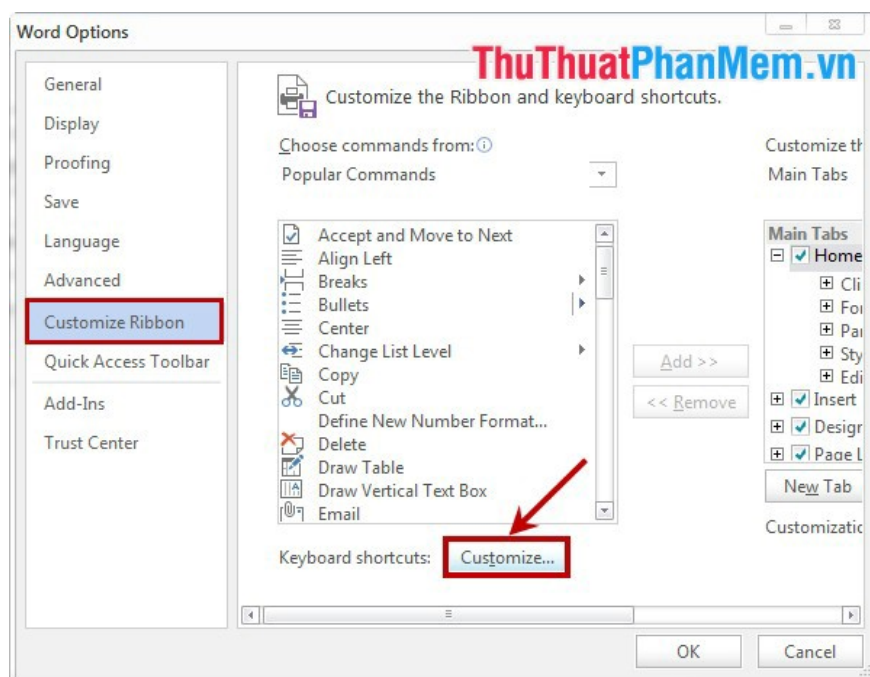
In the **Word Options** dialog box, select **Customize Ribbon** in the menu to the left of **Word Options** .



Or you can quickly open **Customize Ribbon** by right-clicking on any card title on the Ribbon and selecting **Customize the Ribbon** .



Step 2: In the **Customize Ribbon** section, select **Customize** as shown below.

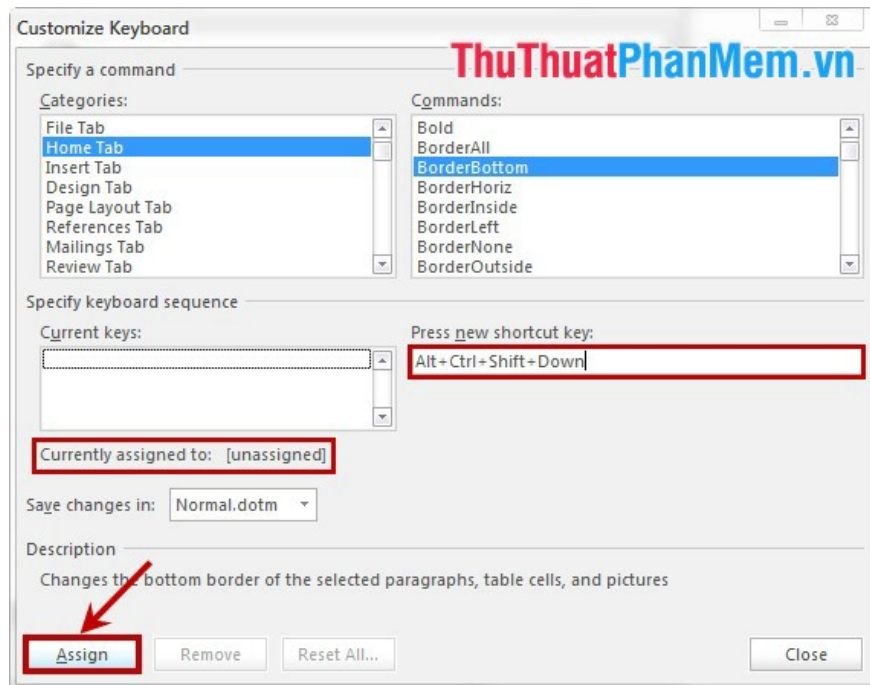


Step 3: Set up keyboard shortcuts for commands in Word.

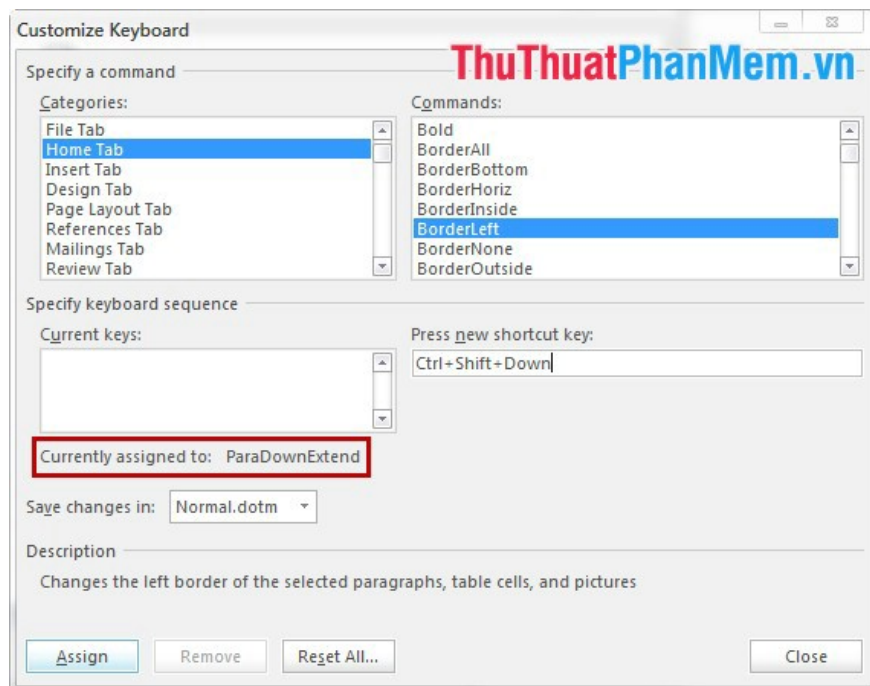
On the **Customize Keyboard** window, in **Categories** is a list of items, in **Commands** are all commands.

You want to add shortcuts for any command you select items in **Categories** to narrow the list of commands in **Commands**.

When you press the command in **Commands** if the **Current keys** section is left blank, this command has not been set a shortcut. You just need to set the shortcut that you want to assign to the command in the **Press new shortcut key** and press **Assign** to add the shortcut. **Note:** if the shortcut you set has not been used for any command in Word, under the **Currently assigned to** section will display **[unassigned]**.



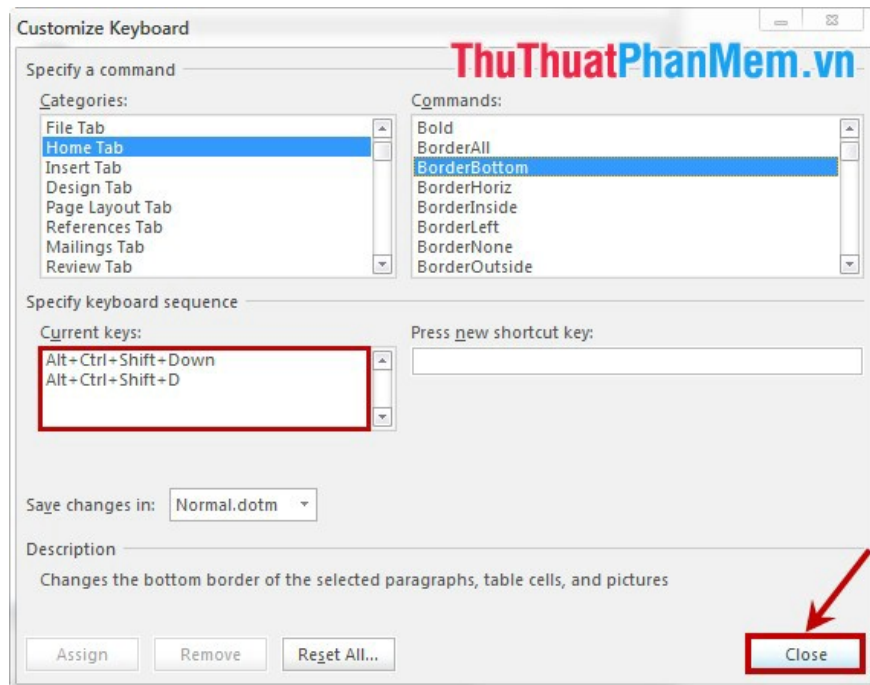
If you set the shortcut that has been assigned to another command in Word, under the **Currently assigned to section** will appear the section where this shortcut has been assigned.



You can set up other shortcuts until **[unassigned]** appears .

Note: multiple keyboard shortcuts can be assigned to a command.

After the setup is complete, click **Close** to close the **Customize Keyboard** dialog box and close the **Word Options** dialog box .



Thus, the article has shown you how to create shortcuts for commands in Word 2013. You can view and delete other shortcuts that Word has set up. Good luck!

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