

# How to set up shortcuts on Microsoft Word 2016 yourself

Through the shortcut on Microsoft Word, our work will be much faster. Besides, with Word 2016 you can optionally set shortcuts for functions when working with text.

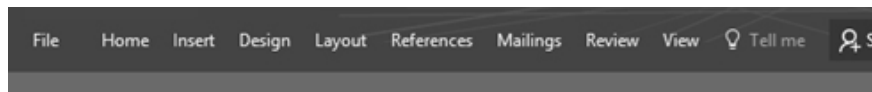
When working with Word document content and processing hundreds and thousands of different documents, using a shortcut on Word will help them a lot. You can shorten the traditional operations when done with the mouse, but the work is more effective.

Especially with Word 2016, we can also set up shortcuts for any function. In parallel with traditional keyboard shortcuts like previous versions of Word, users can use shortcuts with different functions set by themselves. In this article, we will show you how to use the self-created shortcut feature in Word 2016.

## Method 1:

### Step 1:

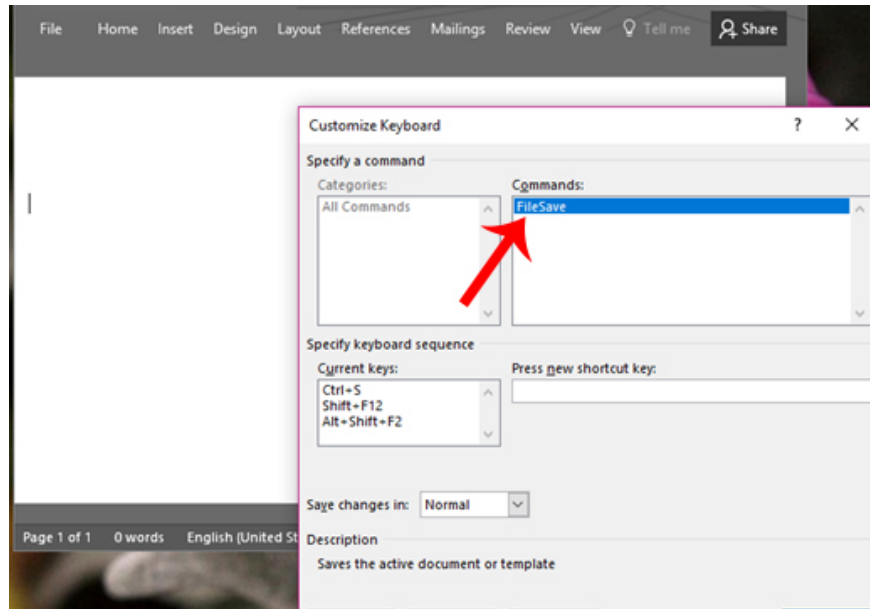
Open Word 2016 on your device and press the **Ctrl + Alt + "+"** keys on the keypad of the numeric keypad.



### Step 2:

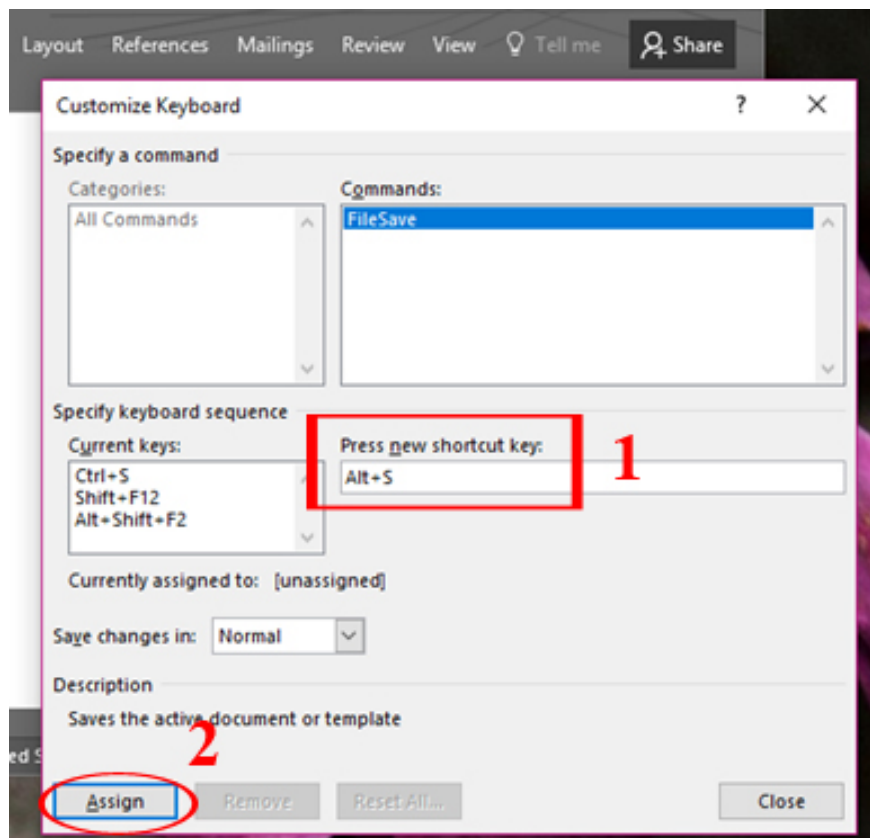
At this **point, the arrow pointer icon will switch to the ? icon** . We move the new icon of the mouse to the location corresponding to the function that wants to set the shortcut on the Word interface and click select.

For example, I choose the Save file function. Soon a Customize Keyboard window will appear.



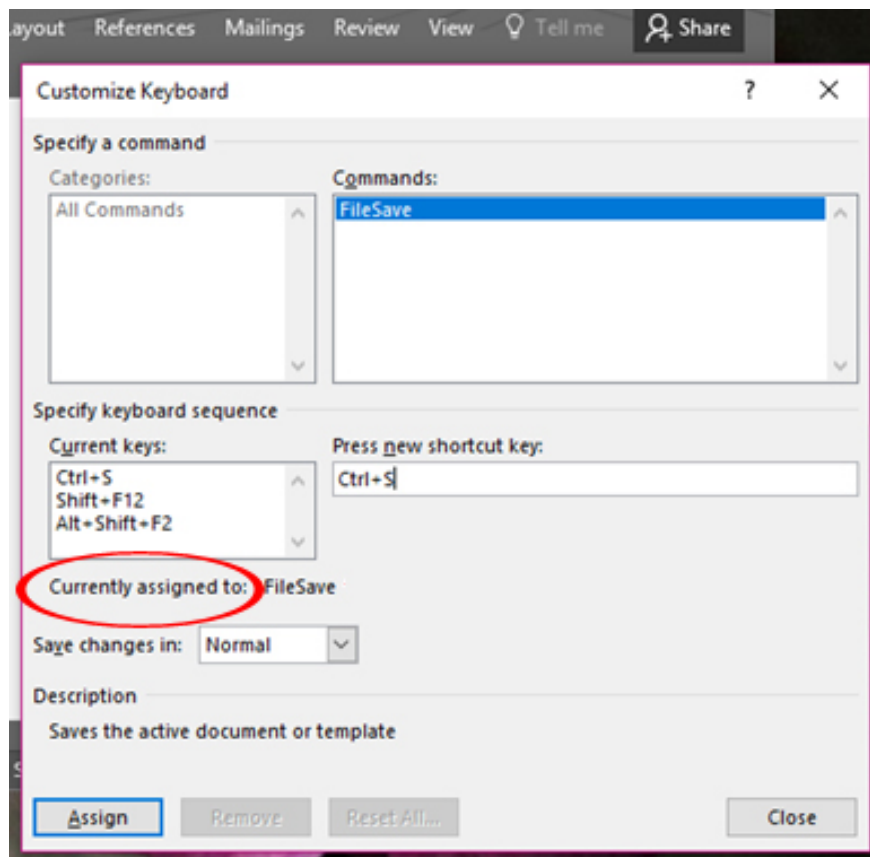
### Step 3:

At the **Customize Keyboard** window interface, under **Press new shortcut key** , enter **the shortcut combination** you want to set for Save file, for example Alt + S. Click **Assign** and **Close** to save this new setting.



#### Step 4:

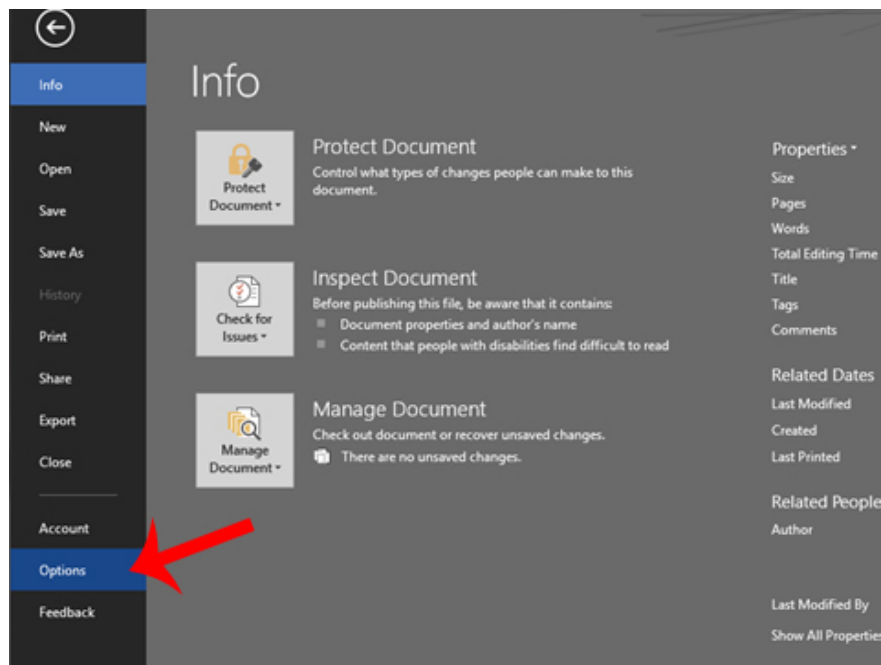
If the shortcut for the function you selected is already in the system's settings, the **current** **Current assigned** item will appear so that we can change the function shortcut again.



## Method 2:

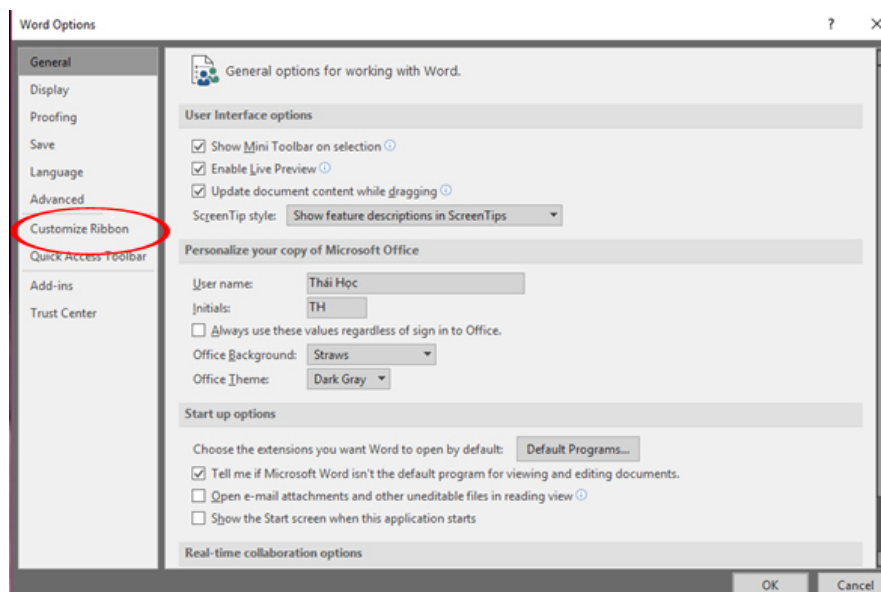
### Step 1:

You also open Word 2016 on your computer, click **File**> **Options** .



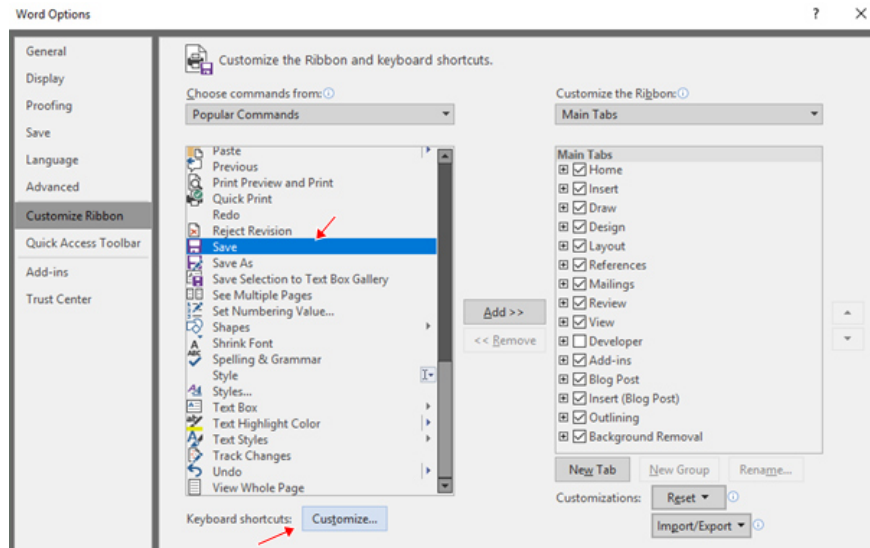
## Step 2:

In the Word Options interface, click the left menu and choose **Customize Ribbon**.



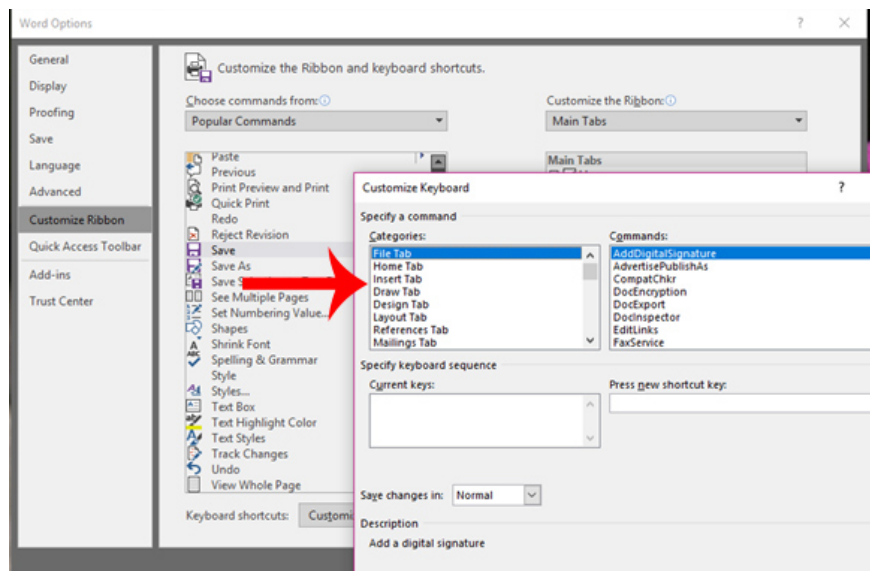
## Step 3:

Next, we select the function to set the shortcut in the list below and click **Customize**.



#### Step 4:

Soon after, the **Customize Keyboard** window appears. We also enter the shortcut key to assign the function to the **Press new shortcut key box**. After that, perform the following operations similar to the way 1 above.



Here are 2 ways to set up function shortcuts for Word 2016. With this feature, we can create more shortcut keys with optional functions when working with Word text content, helping to untie. faster and more efficient at work.

#### Refer to the following articles:

1. Useful tips on Microsoft Word 2016
1. How to recover a corrupted or lost Word 2016 document
1. Summary of common shortcuts in Microsoft Word

**I wish you all success!**

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