

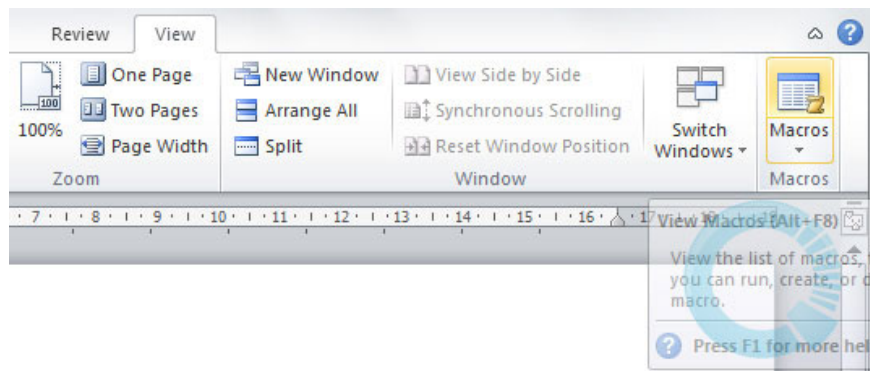
Self-printing Word shortcuts in Office 2007

Here's how to view Word 2007 keyboard shortcuts and detailed print instructions, which help you work faster when working with text files.

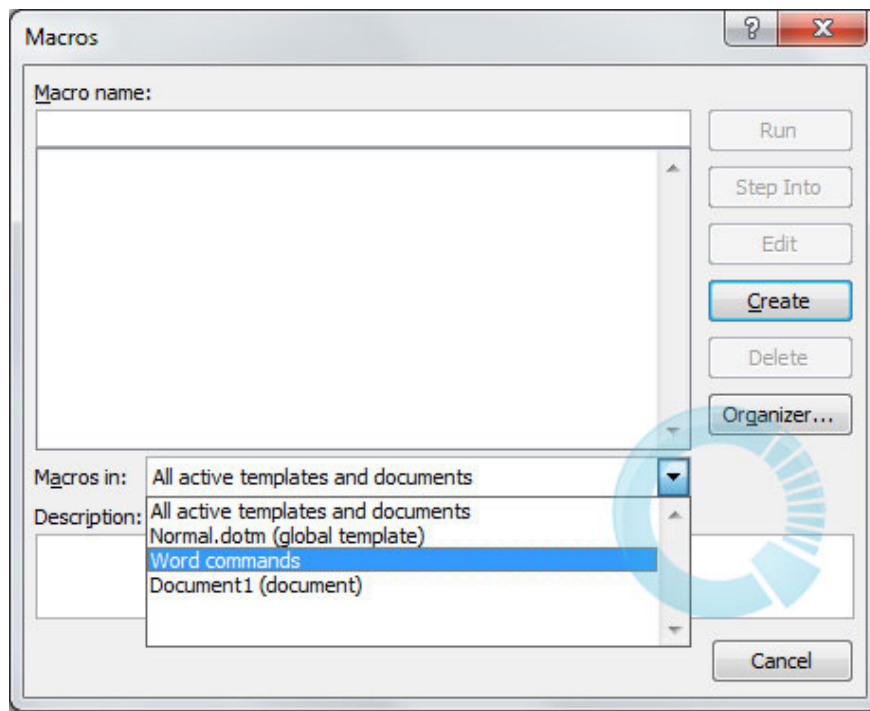
TipsMake.com - Using keyboard shortcuts makes text processing speed effective and very quick in text editing but you do not know much about those shortcuts and want to find a list of shortcuts, real simply, the Microsoft Word program will list itself for you:

1. Word shortcut
2. Excel shortcut

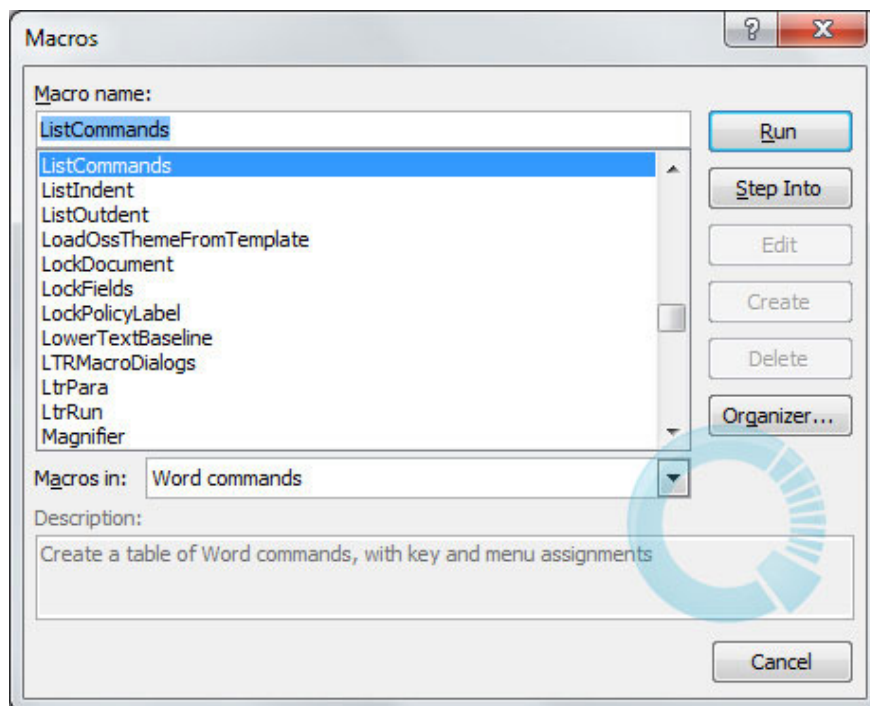
1. Go to the **View** ribbon **and** choose **Macro** (Or use **Alt + F8**)



2. Select **Word Commands** in the **Macro** in the Macros dialog box:

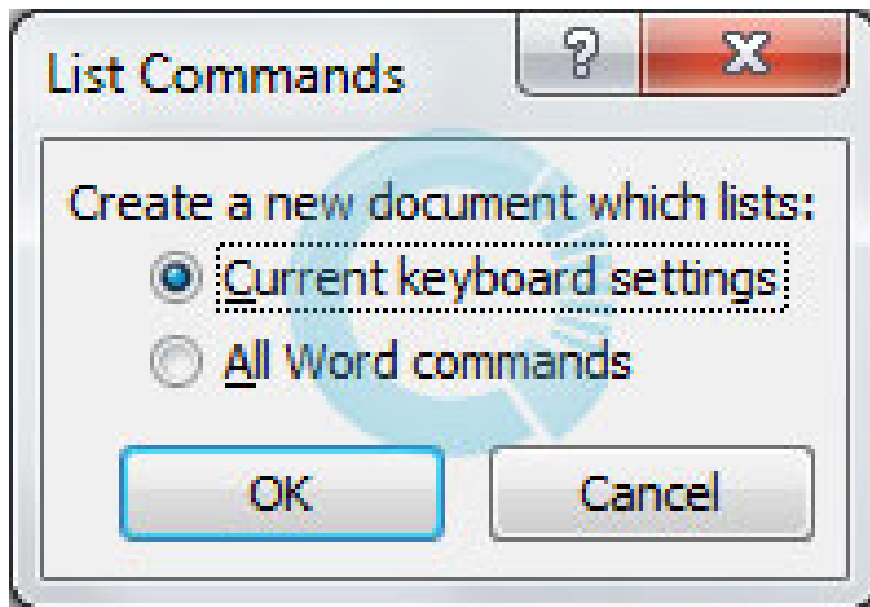


3. Here you find the **List Commands** entry (or enter the List Commands) into the *Macro name* box



4. Select the **Run** or **Step Into** button

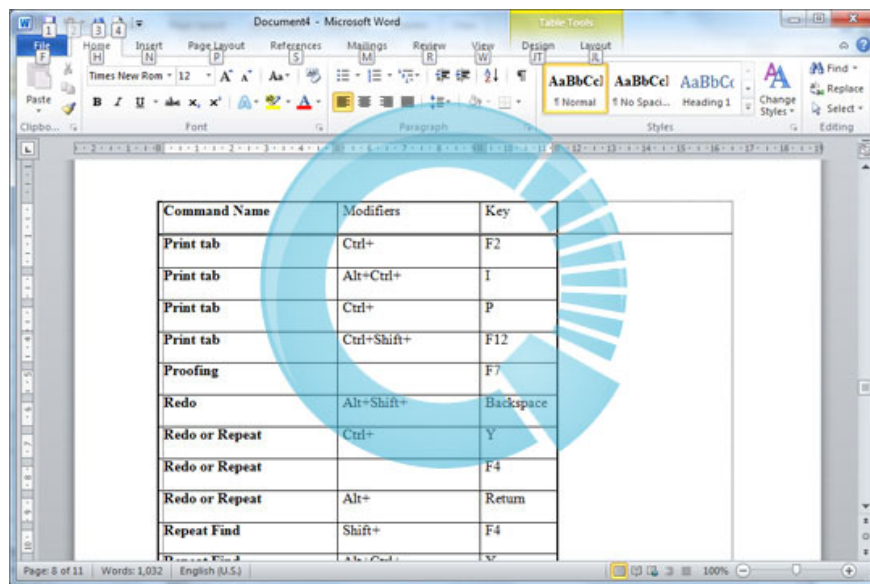
Appears the *List Commands* dialog box to choose whether to list shortcut commands list



5. Select **Current menu and keyboard settings** : List the installed shortcut commands (usable) in the List Commands

Or select **All word commands** : List all installed commands and have not installed shortcuts (you will be able to manually install more) in Microsoft Word

6. Select the **OK** button -> The results will print you a list of shortcuts used in the Microsoft Word program:



So there is no need to search far away, but you can immediately get a list of all the shortcuts you need to use in MS Word. You can fully install or edit these shortcuts for your convenience.

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