

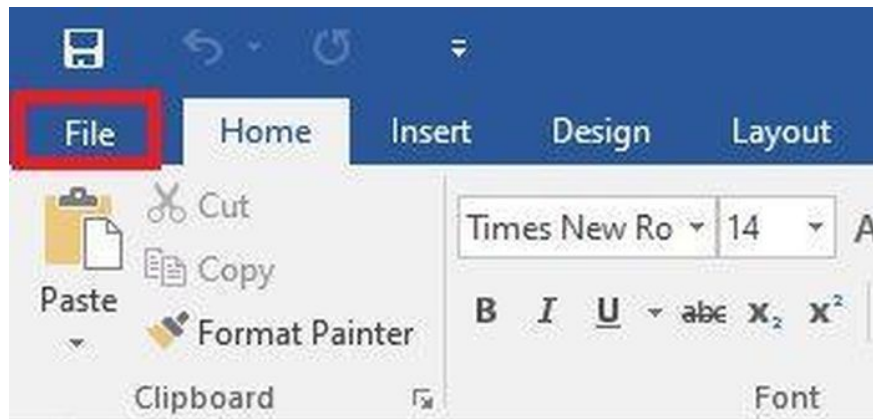
Show you how to create your own shortcuts in Word very simply

Using keyboard shortcuts in Word helps you save time when performing mouse operations and achieve better work efficiency. The article below will show you how to create your own shortcuts in Word very simply.

How to create your own keyboard shortcuts in Word

Step 1: Open the Word Options dialog box

First, click the **File** tab on the toolbar in the text editor interface.



Then click **Options** .

Now the **Word Options** dialog box will appear.

Step 2: Create shortcuts

In the Word Options dialog box , select **Customize Ribbon** in the menu bar and then select **Customize** as shown below.

Now a new dialog box opens, which is the **Customize Keyboard** dialog box . Here, we will set up 3 items:

- **Categories** : name of the command you want to create a shortcut for.
- **Press new shortcut key** : where to create a shortcut key for the command.
- **Current keys** : old shortcuts that were previously installed.

To create a shortcut, select the command in the **Categories** section , then enter the shortcut into **Press new shortcut key** (enter the shortcut using the keyboard, do not write the shortcut name). Then select **Assign** to confirm.

Below is an example of creating a shortcut for the **Design Tab** command with the keyboard shortcut being **Ctrl + D**.

After selecting **Assign** , the newly created shortcut will be moved to the **Current keys** section .

Click **Close** to complete. So you have finished creating the shortcut.

If you select a command and see the shortcut appear in the **Current keys** section , it means that this command has a shortcut previously set. If you want to keep it the same, ignore it. If you want to change it, enter a new one in the **Press new shortcut key** section , then press **Assign** .

Some notes when creating shortcuts on Microsoft Word

In Microsoft Word, when creating shortcuts, keep in mind the following points:

- New shortcuts must start with the **Ctrl** , **Shift** or **Alt** keys .
- When installing a new shortcut, in the **Press new shortcut key** section , do not type the key name but press the shortcut key combination directly on the keyboard.
- Select **Reset All** if you want to cancel the created shortcuts.

Above are detailed instructions on how to create extremely simple shortcuts on Word. We invite you to read and apply. Good luck.

You finished reading the article "**Show you how to create your own shortcuts in Word very simply**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.