

## Customize Word 2013 Keyboard Shortcuts

You can customize keyboard shortcuts by assigning keyboard shortcuts (or shortcut keys) to a command, macro, font, style, or frequently used symbol. You can also remove keyboard shortcuts.

## Assign or remove a keyboard shortcut by using the keyboard

1. If necessary, press ALT+F, T to open the **Word Options** dialog box, and press DOWN ARROW to select **Customize Ribbon**.
2. Press the TAB key repeatedly until **Customize** is selected, and then press ENTER.
3. In the **Categories** box, press DOWN ARROW or UP ARROW to select the category that contains the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.
4. Press the TAB key to move to the **Commands** box.
5. Press DOWN ARROW or UP ARROW to select the name of the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.

Any keyboard shortcuts that are currently assigned to that command or item appear in the **Current keys** box.

6. Do one of the following:

### —Assign a keyboard shortcut

Begin keyboard shortcuts with CTRL or a function key.

1. Press the TAB key repeatedly until the cursor is in the **Press new shortcut key** box.
2. Press the combination of keys that you want to assign. For example, press CTRL plus the key that you want to use.
3. Look at **Currently assigned to** to see whether the combination of keys is already assigned to a command or other item. If the combination is already assigned, type a different combination.

**IMPORTANT** Reassigning a combination of keys means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to make text bold by pressing CTRL+B unless you restore the keyboard shortcut assignments to their original settings by clicking **Reset All**.

4. Press the TAB key repeatedly until the **Save changes in** box is selected.
5. Press DOWN ARROW or UP ARROW to highlight the current document name or template in which you want to save the keyboard shortcut changes, and then press ENTER.
6. Press the TAB key repeatedly until **Assign** is selected, and then press ENTER.

**NOTE** If you use a programmable keyboard, the key combination CTRL+ALT+F8 might already be reserved for initiating keyboard programming.

### —Remove a keyboard shortcut

1. Press the TAB key repeatedly until the **Save changes in** box is selected.
2. Press DOWN ARROW or UP ARROW to highlight the current document name or template in which you want to save the keyboard shortcut changes, and then press ENTER.
3. Press the SHIFT+TAB key repeatedly until the cursor is in the **Current keys** box.
4. Press DOWN ARROW or UP ARROW to select the keyboard shortcut that you want to remove.
5. Press the TAB key repeatedly until **Remove** is selected, and then press ENTER.

## Assign or remove a keyboard shortcut by using the mouse

1. If necessary, click **File**, click **Options**, and then click **Customize Ribbon**.
2. In the **Customize the Ribbon and keyboard shortcuts** pane, click **Customize**.
3. In the **Save changes in** box, click the current document name or template that you want to save the keyboard shortcut changes in.
4. In the **Categories** box, click the category that contains the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.
5. In the **Commands** box, click the name of the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.

Any keyboard shortcuts that are currently assigned to that command or other item appear in the **Current keys** box.

6. Do one of the following:

## —Assign a keyboard shortcut

Begin keyboard shortcuts with CTRL or a function key.

1. In the **Press new shortcut key** box, press the combination of keys that you want to assign. For example, press CTRL plus the key that you want to use.
2. Look at **Currently assigned to** to see whether the combination of keys is already assigned to a command or other item. If the combination is already assigned, type a different combination.

**IMPORTANT** Reassigning a combination of keys means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to make text bold by pressing CTRL+B unless you restore the keyboard shortcut assignments to their original settings by clicking **Reset All**.

3. Click **Assign**.

**NOTE** If you use a programmable keyboard, the key combination CTRL+ALT+F8 might already be reserved for initiating keyboard programming.

## —Remove a keyboard shortcut

1. In the **Current keys** box, click the keyboard shortcut that you want to remove.
2. Click **Remove**.