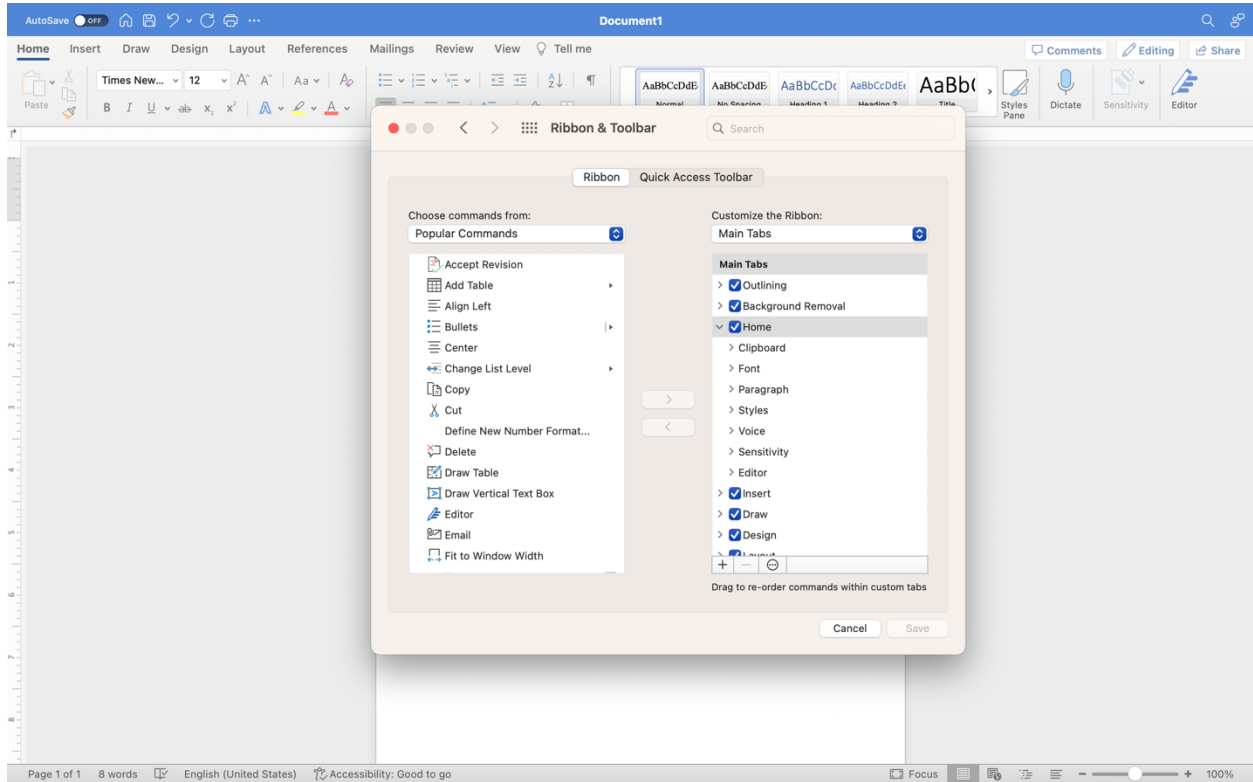


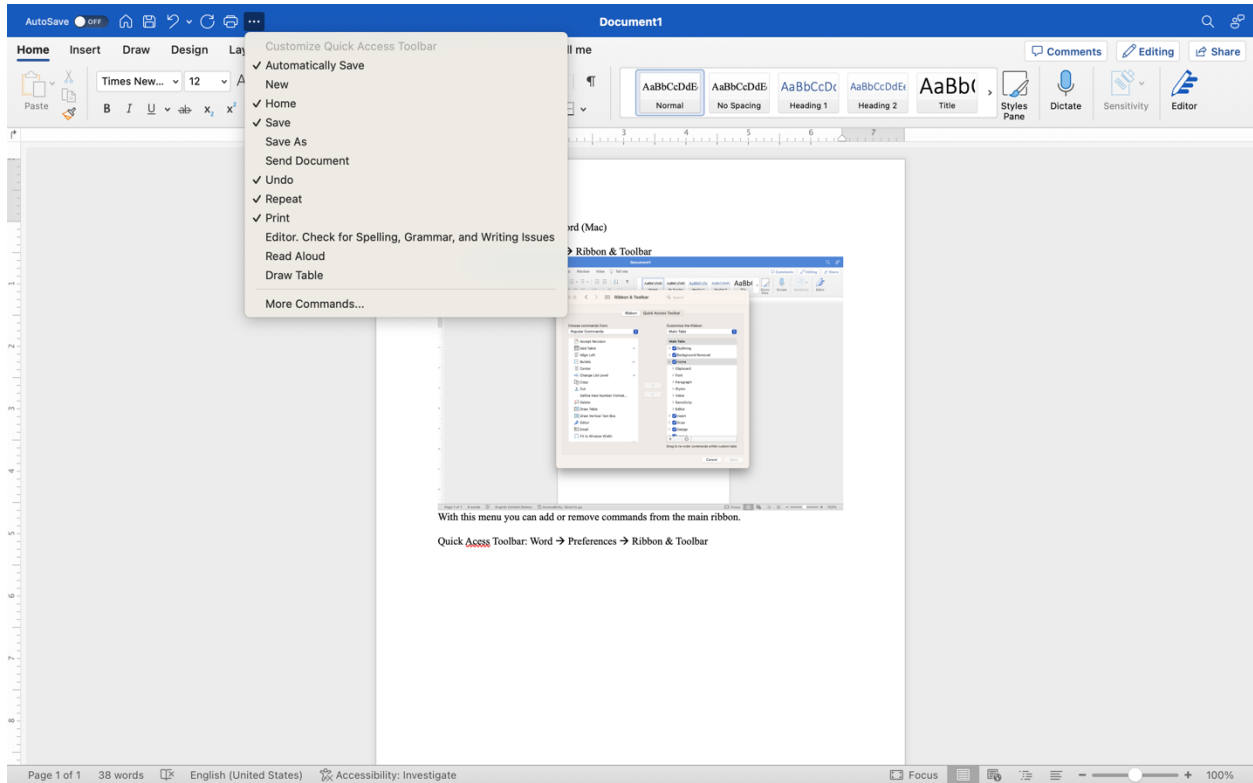
Ways to Create Shortcuts in Word (Mac)

Ribbon: Word → Preferences → Ribbon & Toolbar



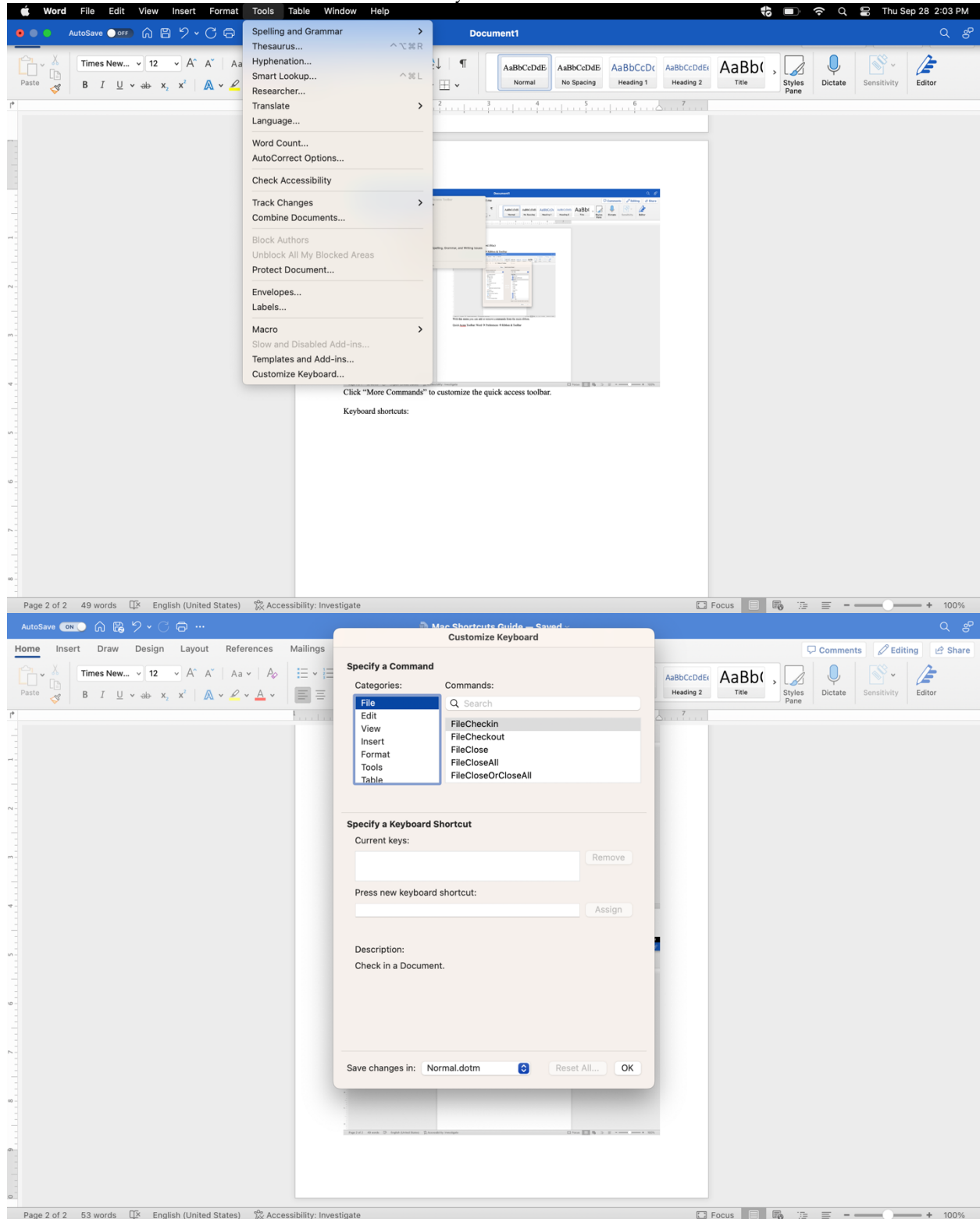
With this menu you can add or remove commands from the main ribbon.

Quick Access Toolbar: Word → Preferences → Ribbon & Toolbar



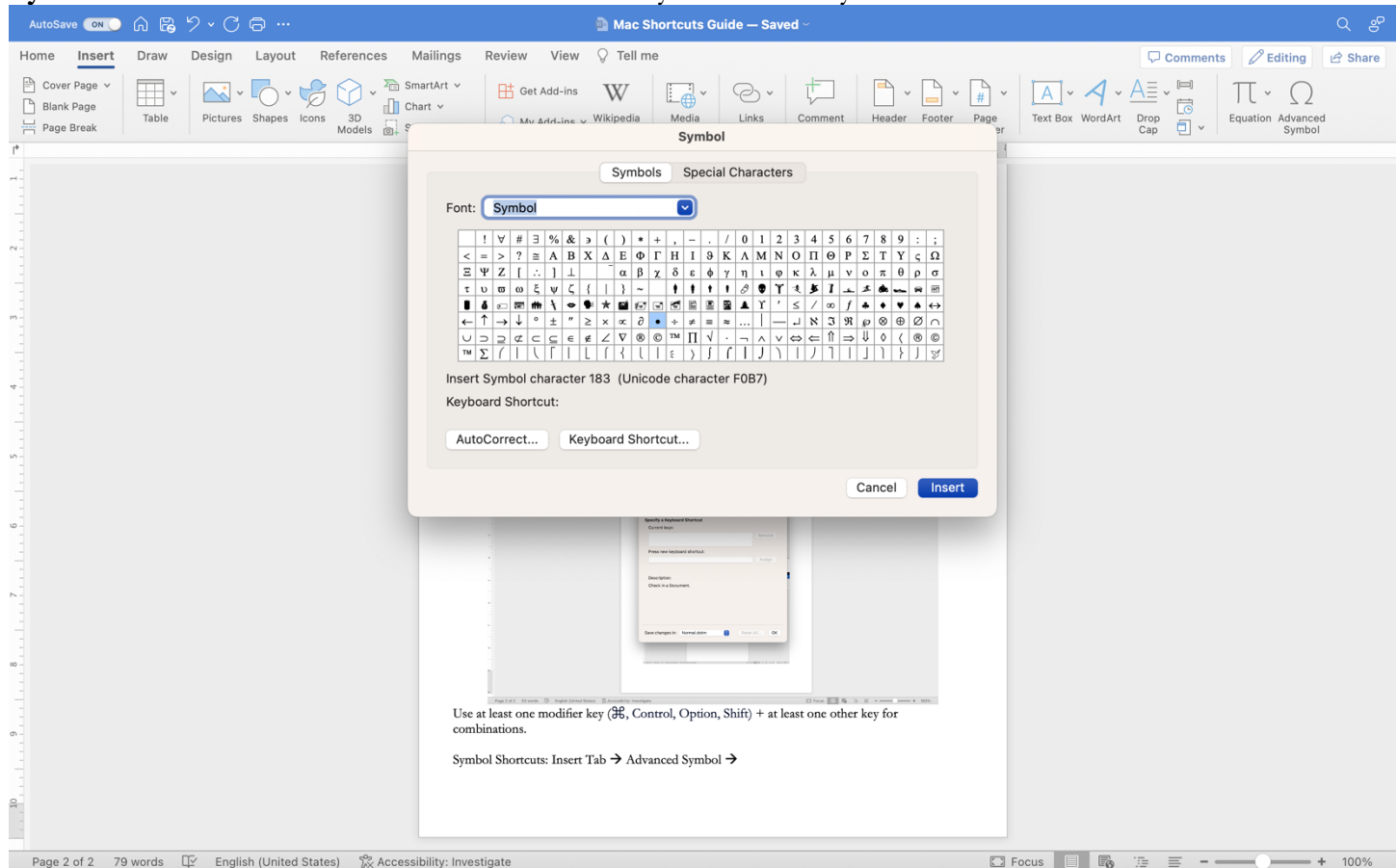
Click “More Commands” to customize the quick access toolbar.

Keyboard shortcuts: Tools → Customize Keyboard



Use at least one modifier key (⌘, Control, Option, Shift) + at least one other key for combinations.

Symbol Shortcuts: Insert Tab → Advanced Symbol → Keyboard shortcut

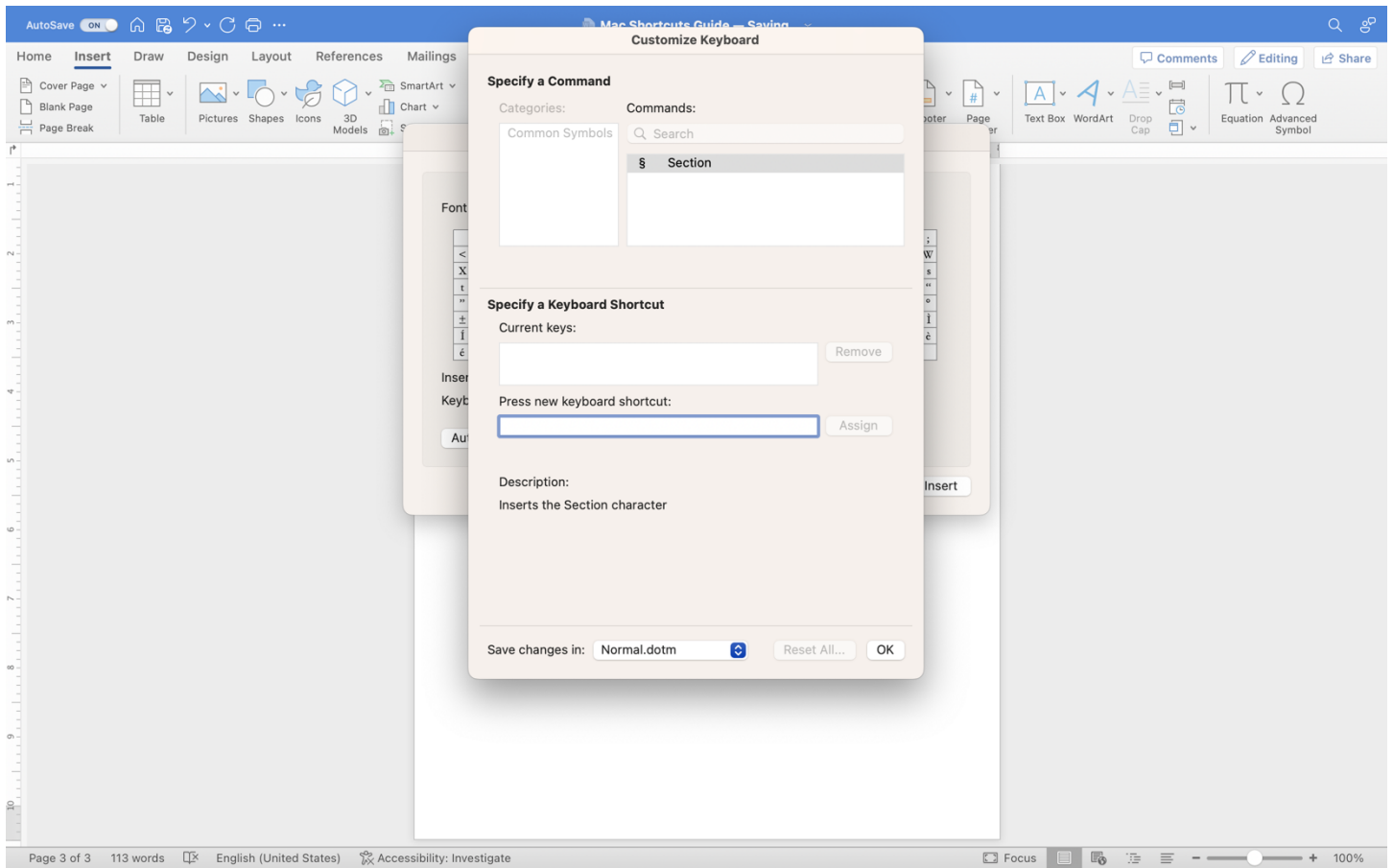


The screenshot shows the Microsoft Word interface with the Symbol dialog box open. The dialog box is titled "Symbol" and has two tabs: "Symbols" and "Special Characters". The "Symbols" tab is selected. The font is set to "Symbol". A grid of symbols is displayed, with the symbol § (Unicode character F0B7) highlighted. Below the grid, the text reads "Insert Symbol character 183 (Unicode character F0B7)" and "Keyboard Shortcut:". There are two buttons: "AutoCorrect..." and "Keyboard Shortcut...". The "Keyboard Shortcut..." button is highlighted with a blue border. Below the dialog box, there is a smaller inset window showing the "Keyboard Shortcut" dialog box with the "Description" field set to "Check for Document".

Use at least one modifier key (⌘, Control, Option, Shift) + at least one other key for combinations.

Symbol Shortcuts: Insert Tab → Advanced Symbol →

Use this area to create a new shortcut. Currently the shortcut for § is Option + 6. You can change it if you like using the dialog box in the next image.



You can do this for any symbols you use often. Also, it may be helpful to put a little sticker on your laptop to remind yourself of the shortcuts you made.