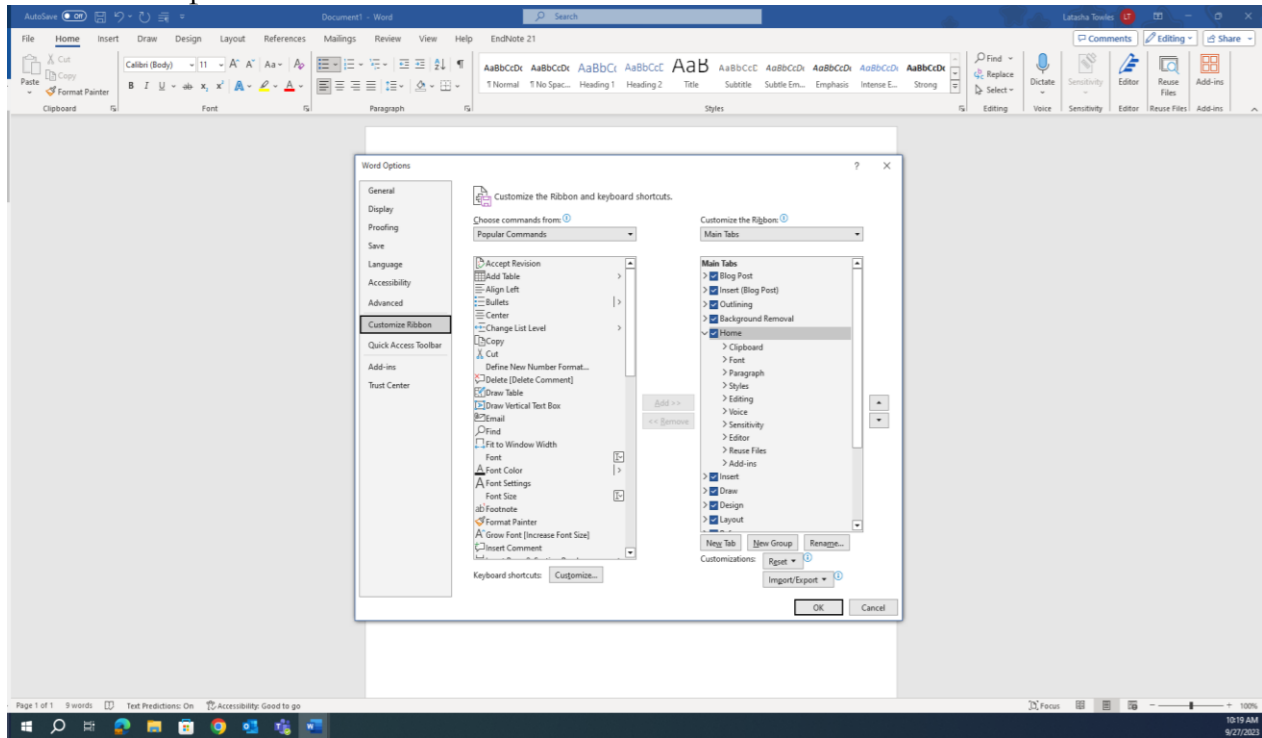


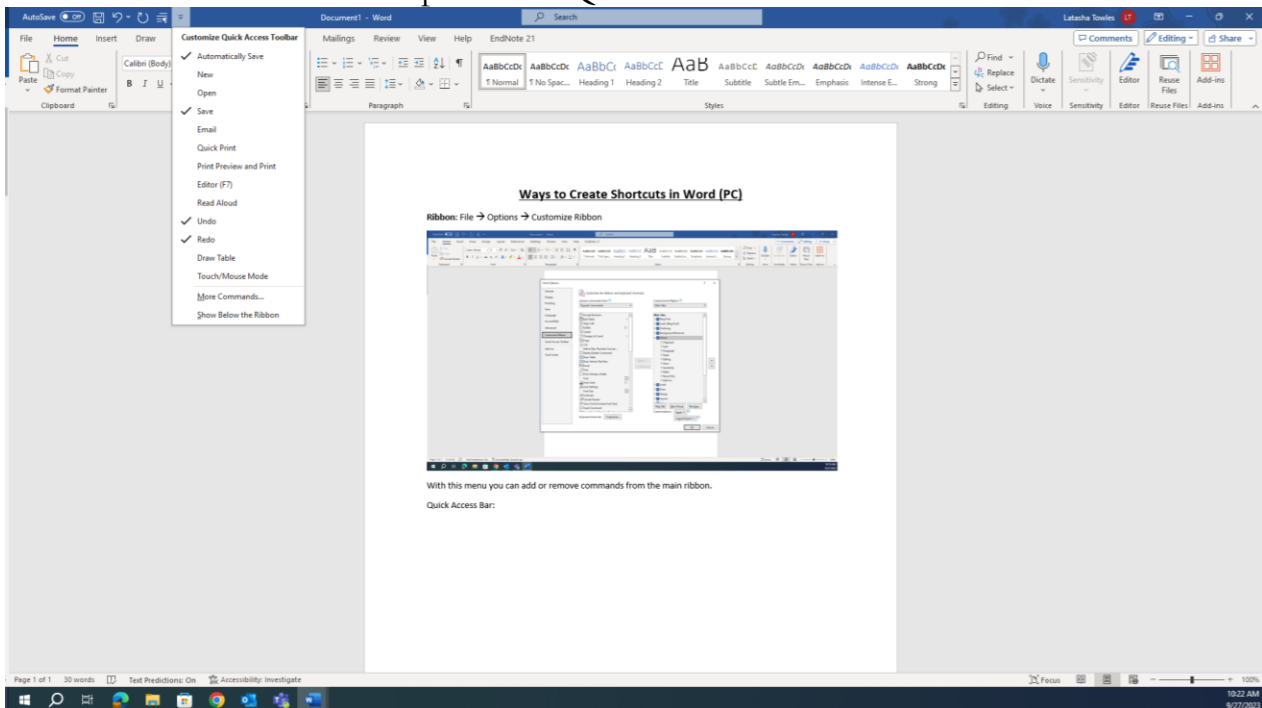
Ways to Create Shortcuts in Word (PC)

Ribbon: File → Options → Customize Ribbon



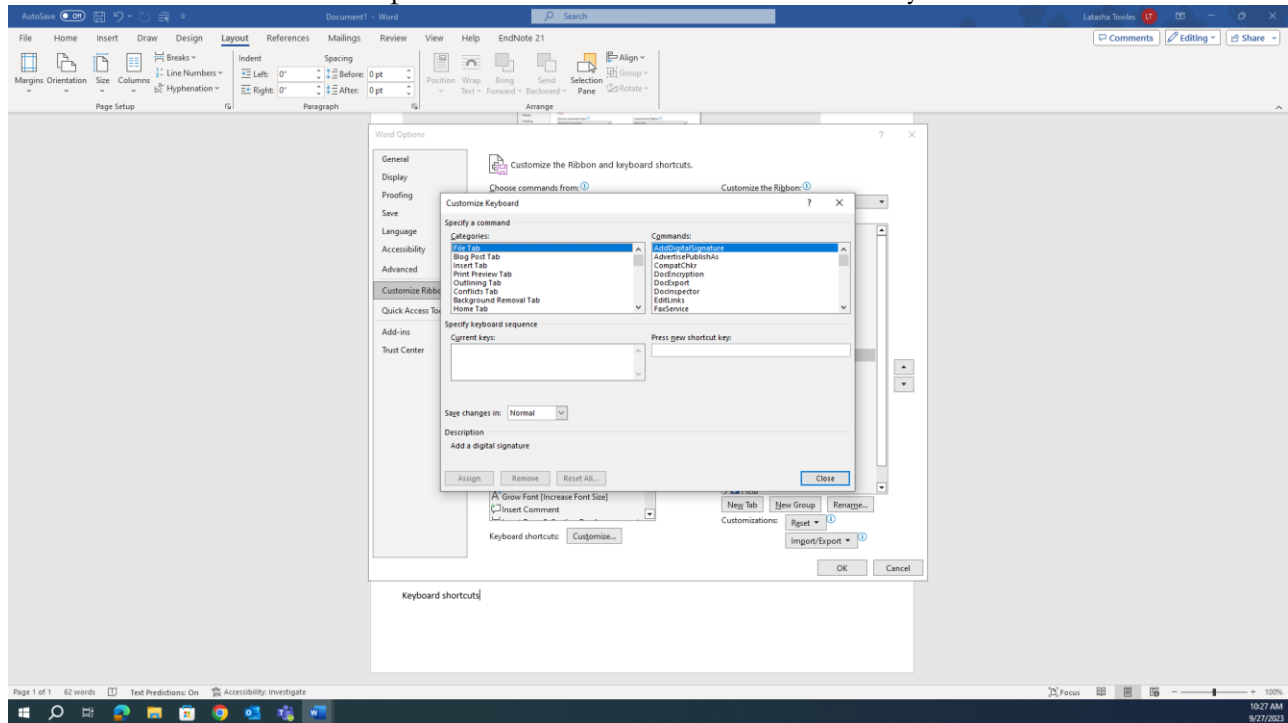
With this menu you can add or remove commands from the main ribbon.

Quick Access Toolbar: File → Options → Quick Access Toolbar OR use the arrow at the top.



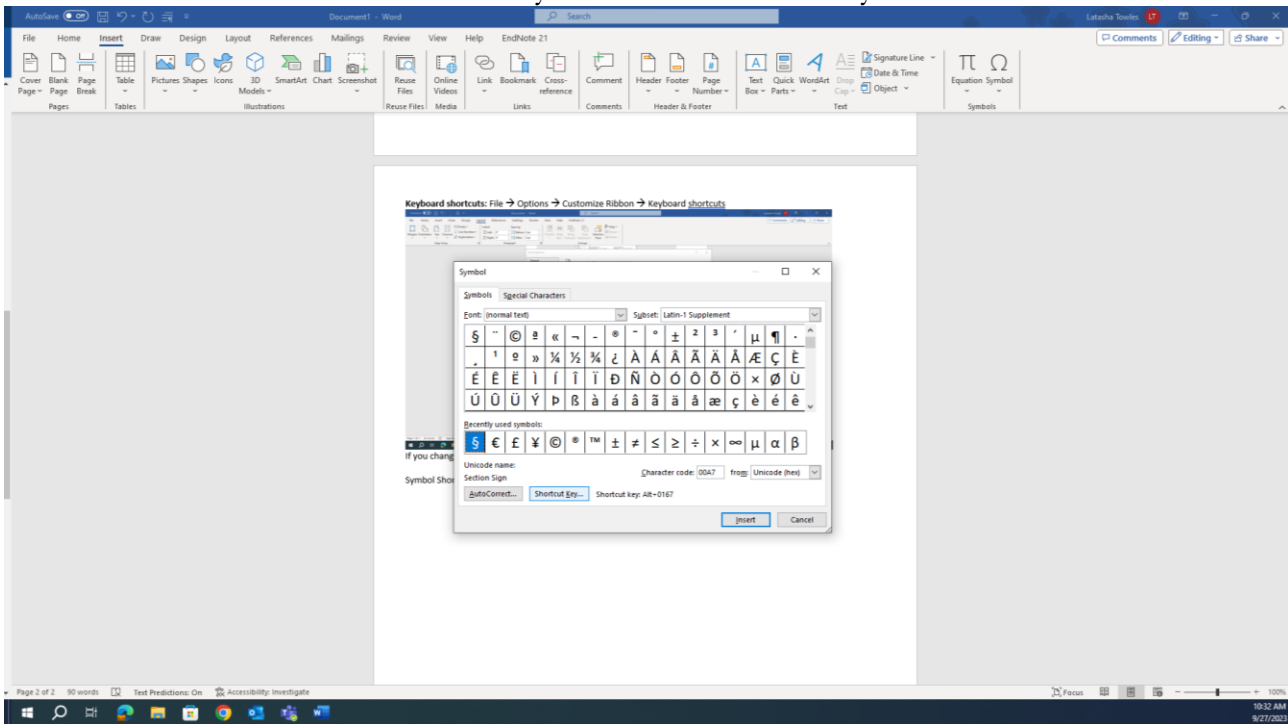
With this menu you can customize the quick access toolbar with commands that you use often.

Keyboard shortcuts: File → Options → Customize Ribbon → Keyboard shortcuts

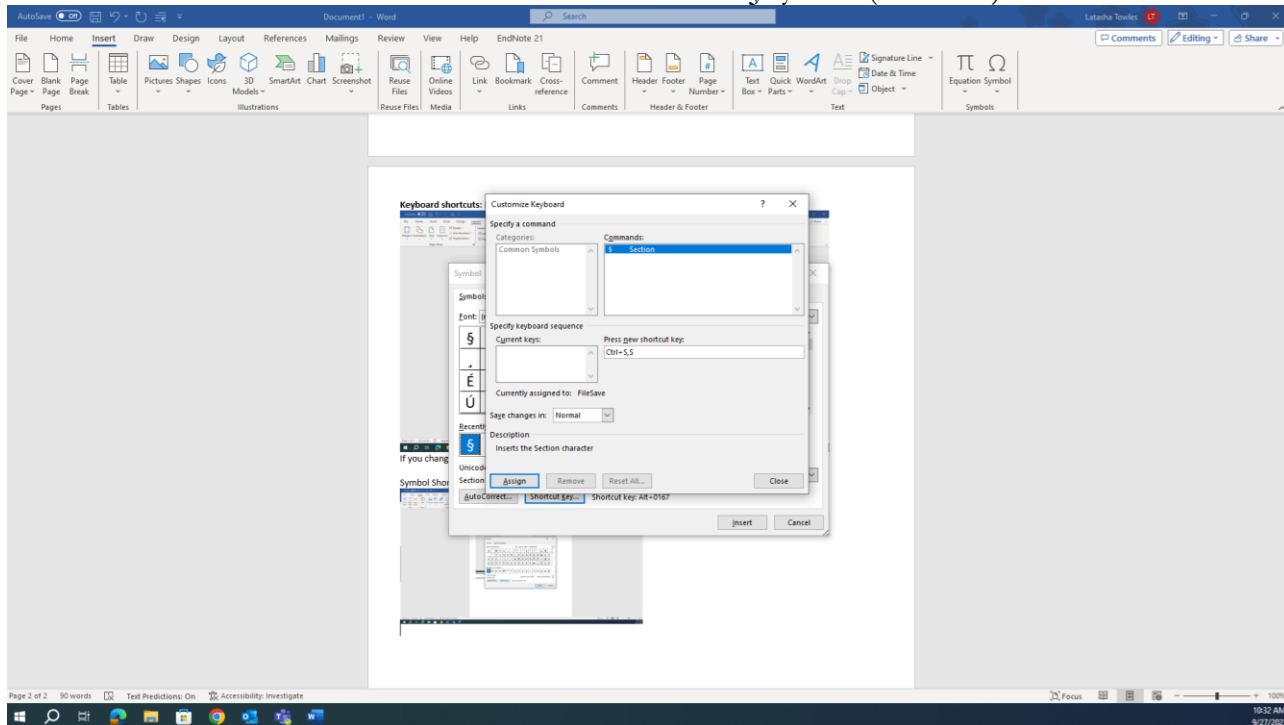


If you change a current key combination, it can no longer be used for its original command.

Symbol Shortcuts: Insert Tab → More Symbols → Shortcut key



Use this area to create a new shortcut. I created a shortcut for the § symbol (Ctrl + SS).



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