

# Karlen Communications

## Customize Keyboard Shortcuts in Word



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## Introduction

This how to booklet walks you through customizing keyboard shortcuts for a Heading level that currently does not have a keyboard shortcut in Word: Heading 4.

Headings 1 through 3 do have keyboard commands and in OneNote Headings 1 through 6 have keyboard commands, but in Word, only Headings 1 through 3 have keyboard commands. The additional keyboard command support has been requested from Microsoft for Word and the keyboard commands I'm suggesting are not currently assigned.

Let's compare the two applications:

<b>Word</b>	<b>OneNote</b>
Ctrl + Alt + number 1 for Heading 1	Ctrl + Alt + number 1 for Heading 1
Ctrl + Alt + 2 for Heading 2	Ctrl + Alt + 2 for Heading 2
Ctrl + Alt + 3 for Heading 3	Ctrl + Alt + 3 for Heading 3
None	Ctrl + Alt + 4 for Heading 4
None	Ctrl + Alt + 5 for Heading 5
None	Ctrl + Alt + 6 for Heading 6

## Creating a Keyboard Shortcut

Word does let you customize keyboard commands to some extent although there are keyboard commands that can't be changed.

To add a keyboard command for Heading 4:

1. Type some text to use as sample text for Heading 4.
2. Select that text and press Ctrl + Shift + S to open the Apply Styles Pane.
3. Type Heading 4 and press Enter to apply a Heading 4 to the text you have selected.
4. Heading 4 is applied to the text and focus is in the document.
5. Press Ctrl + Shift + S again to put focus in the Apply Styles Pane and press Tab until you land on the Modify button, then Press Enter.
6. When the Modify Style dialog opens, press Alt + letter O to open the Format context menu.

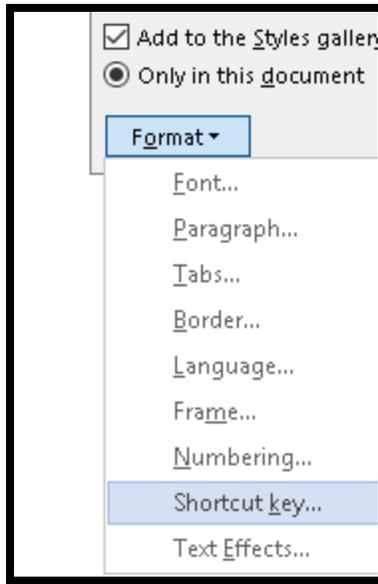


Figure 1 Shortcut Key item in the Format context menu.

7. Press K for Shortcut Key. This opens another dialog.
8. Focus is in the edit box where you can type the keyboard command you want to use for applying Heading 4.
9. You can use Tab and Shift Tab to explore the rest of the dialog and make sure that Heading 4 is identified for the shortcut key.
  - a. Because we created the text and applied a Heading 4 to it, Heading 4 should be the only Style listed and therefore the Style that your keyboard command will be applied to.
10. In the Press new keyboard key edit box where your focus is, press Ctrl + Alt + 4. If you are using a screen reader you will hear "Alt + Ctrl + 4" which is OK.
11. Tab to ensure that the keyboard command is going to be applied to the Normal.DOTX or the template you want.
  - a. By default it will be applied to the normal document template.
12. Press Alt + A to activate the Assign button to confirm that this keyboard command is assigned to the Heading 4 in the Normal document template.
13. Tab to and activate the Close button.
14. You are returned to the Modify Style dialog.
15. Press Alt + Tab to move to the radio buttons to apply the new keyboard command to this document only or new documents based on this template.

16. Choose New documents based on this template.
17. Tab to and activate the OK button.
18. You are returned to the document.
19. Press Ctrl + Shift + S to move focus to the Apply Styles Pane.
20. Press Ctrl + Spacebar, then C to Close the Apply Styles Pane.

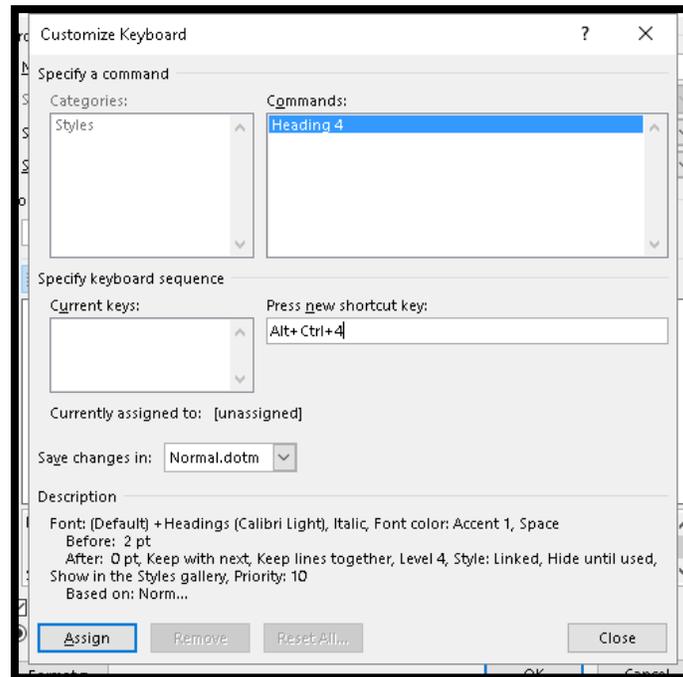


Figure 2 Customize Keyboard dialog for creating a new shortcut key.

You can now use Ctrl + Alt + 4 to apply a Heading 4 style in any document based on the Normal template. This should not have to be redone unless the Normal document becomes corrupted and must be recreated.

For some reason, when I go back and try to review what I've done after Assigning the keyboard command, it doesn't show as being assigned, however, it really is. I suggest that in order to verify that it has been assigned, you try it and see if it works.

You can create keyboard commands or shortcuts for Heading 5 and Heading 6 using this same technique.

## Appendix A: Putting Items on the Quick Access Toolbar

You can add other tools to the Quick Access Toolbar using the keyboard. In the sample below, we'll add the Apply Styles Pane to the Quick Access Toolbar. Use this same process to add other tools to the Quick Access Toolbar. The Apply Styles Pane is the most accessible way to format and structure text. It is a tool you'll use for every document.

To customize the Quick Access Toolbar:

1. Press Alt + F, T for File, Backstage area, Options. A dialog will open with a list of categories on the left and options for those categories on the right.
2. Press Q for Quick Access Toolbar in Word 2013 and 2016. It might be C for Customize Quick Access Toolbar in Word 2007 or 2010.
3. Press Tab to move into the customizable options.
4. The focus will be in the "Choose commands from..." list box.
5. Press Alt + Down Arrow to expand the list.
6. Choose "Commands not on the Ribbon."
7. Press Tab to move into the list of commands.
8. Use first character navigation or the Up and Down Arrows to find "Style."
  - a. There are a couple of style based options so make sure you choose the "Style" tool.
9. Once Style is selected, press Alt + A to add it to the list of commands in the Quick Access Toolbar.
  - a. If you press Tab you will put focus on the Add button if you prefer this method.
10. Pressing Tab again moves you to the list box where you can choose to have the customized items on the Quick Access Toolbar displayed for all documents or for just the current document. I recommend that you have the Quick Access Toolbar tools available for all documents.
11. Press Tab which will move focus to the list of commands currently on the Quick Access Toolbar.
12. Pressing Tab again moves you to the "Reset" button where the original Quick Access Toolbar items can be restored.
13. Moving through the options to customize the Quick Access Toolbar, pressing Tab again will let you move a selected item in the list of Quick Access Toolbar tools up.
  - a. The "Move UP" and "Move Down" buttons are icons with arrows pointing either up or down so there is no keyboard command to move directly to them. Visually they are to the right of the list of items currently on the Quick Access Toolbar.
14. Pressing Tab from the "Move UP" button will move focus to the "Move Down" button where you can move the selected item down in the list.

15. If you want to remove an item from the Quick Access Toolbar, select it and press Alt + R. You could also Tab to the Remove button.
16. Once you've added the Style tool to the quick Access Toolbar, Tab to and activate the OK button.

You are returned to the document and the new tools are added to the Quick Access Toolbar.

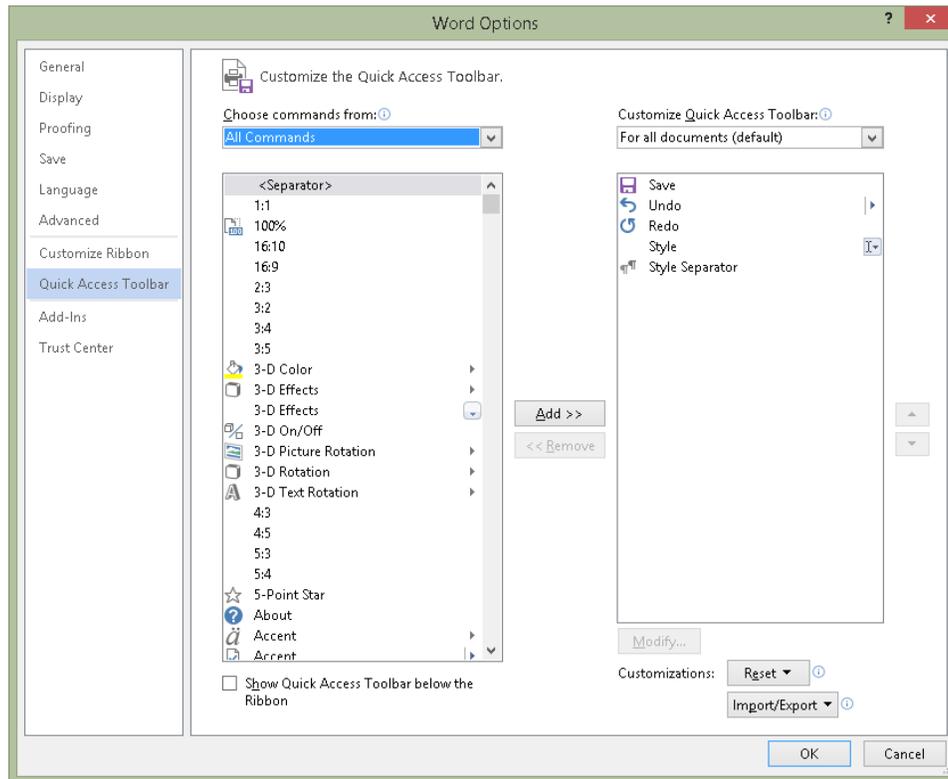


Figure 3 Quick Access Toolbar customization dialog.

You access the tools in numerical order. For example on my computer the Style tool is the fourth item on the Quick Access Toolbar so pressing Alt + 4 will take me directly to the Style tool. When you move tools up or down in the current list of Quick Access Toolbar tools in the Customize dialog, you affect the number you would need to press to move directly to that tool. For example, if I moved the Style tool down one place in the list, Alt + 5 would put focus on it not Alt + 4.