



Microsoft Word: Customizing Word



One of the most useful features of Microsoft Word, overall, is the ability to customize the program for your particular needs. Most people will use Word for years and learn to deal with the cluttered toolbars and buried commands, but why deal with it in the first place? Why not fix it? Easy enough to do...

- From the **Tools** menu, select **Customize...** This will open the **Customize Pallet** (see right). From this pallet, you can add or delete commands from the toolbars, menus, and keyboard.

Clicking the **Commands** tab will give you all the **Categories** available, which contain all the commands available in Word by type (including **All Commands**, farther down the list).

All the changes you make from here are saved in the *Normal* template by default, meaning any changes will be in effect every time you open the program.

- Once you find a command you'd like to add to, say, a toolbar (e.g., **Save Version**, right) you can drag it right from the list to the location on the toolbar you'd like it to reside. To add a command to a menu, move the button to the menu location and place it there. To delete a command from the toolbar or menu, drag it out and drop it somewhere away from its original location.

- After you drop the new command where you'd like it to reside, you'll immediately notice whether or not it worked. In the example to the right, you can see that the **Standard** toolbar now has a new button. The same is true for adding commands to a menu.

- To add a keyboard command to Word, click on **Keyboard** in the **Customize Pallet**. This will open the **Customize Keyboard** dialogue box (right).

This works much the same way as the other pallet—you choose the category to find the command you want—only you don't drag the command anywhere. Instead you can see whether or not any keyboard combination has been assigned yet (**Current keys**), or by clicking in the "Press new shortcut key" field and pressing the new keys (in this example: Alt+Ctrl+B) you'd like to assign to that command.

