

Assigning a Macro to a Shortcut Key

https://wordribbon.tips.net/T008058_Assigning_a_Macro_to_a_Shortcut_Key.html

Word allows you to assign macros or commands to specific key combinations. These key combinations are referred to as *shortcut keys*, and when used they result in the macro or command being executed. When you first create a macro by recording it, Word gives you the opportunity to assign the macro to a specific key combination. If you later want to change the key combination, you can follow these steps:

1. Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 or a later version, display the File tab of the ribbon and then click Options.)
2. At the left side of the dialog box, click Customize (Word 2007) or Customize Ribbon (Word 2010 or later).
3. Near the bottom of the dialog box, click the Customize button. Word displays the Customize Keyboard dialog box. (See Figure 1.)

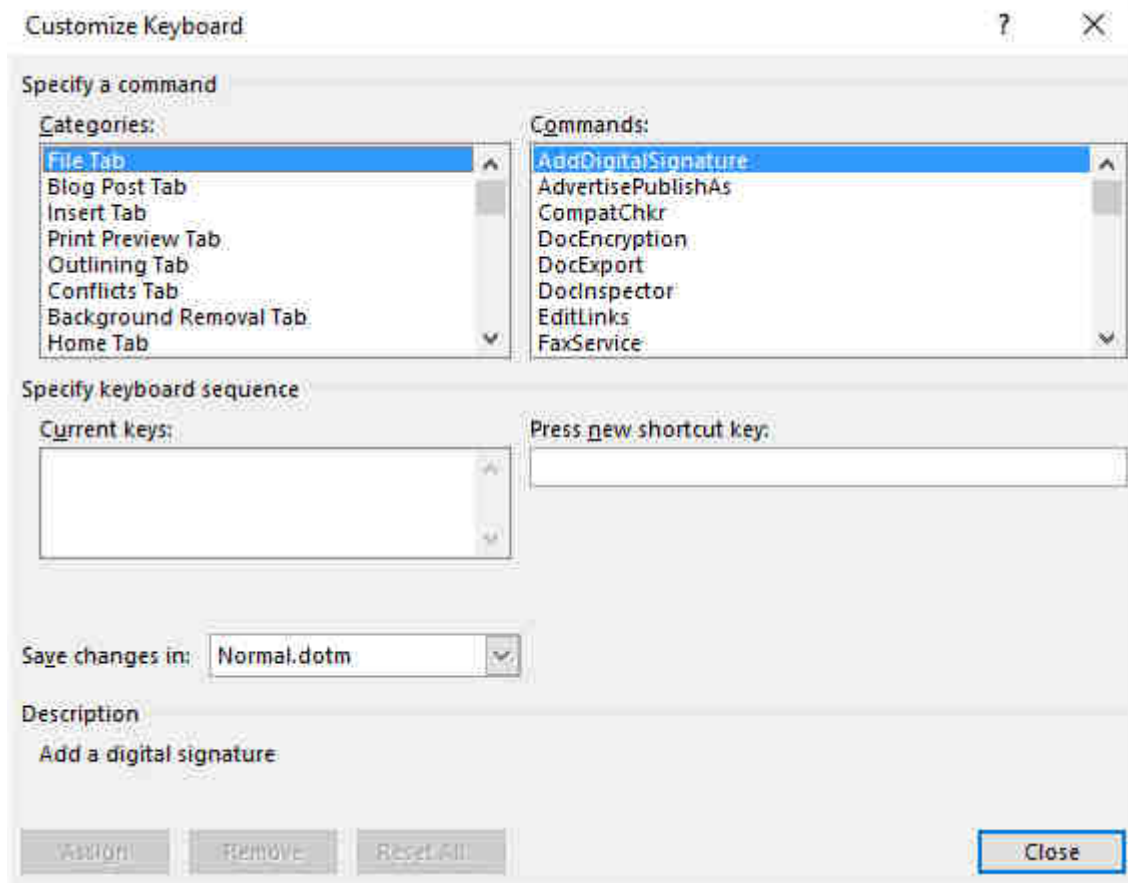


Figure 1. The Customize Keyboard dialog box.

4. Scroll through the Categories list and select the Macros category. The list at the right side of the dialog box changes to show the currently available macros.
5. In the Macros list, select the macro you want assigned to the shortcut key.
6. With the insertion point in the Press New Shortcut Key box, press the shortcut key you want to use. For instance, if you want to use **Ctrl+Alt+J**, press that.
7. Just below the Current Keys box you can see whether the shortcut key is already assigned to a different function.
8. Click on Assign.
9. Repeat steps 5 through 8 for each change you want to make.
10. Click on Close.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (8058) applies to Microsoft Word 2007, 2010, 2013, 2016, 2019, and Word in Microsoft 365.