for secondary school teachers & administrators

workshop 3a: customising toolbars, menus and shortcut keys
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Workshop 3A: Customising the Toolbars, Menus and Shortcut Keys in Microsoft Word 2000

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Workshop 3A: Customising Toolbars, Menus And Shortcut Keys

You have the ability to assign one of Word’s built-in commands or one of your macros to a menu command, toolbar button or shortcut key.

Microsoft Word 2000 enables you to customise toolbars and create your own toolbars and tools. This is what it can do:

- Change any of the supplied toolbars.
- Design and edit your own toolbars.
- Assign a macro, command, font, Auto Text entry or style to a custom Toolbar button.

3.1 Buttons

Word offers more than 200 buttons, each with its own built-in commands, which you can add to any toolbar. Adding a button is by dragging the button from a dialogue box and dropping it at the desired location on the toolbar.

3.1.1 Adding Buttons

To add a new button, follow these steps:

1. Use the right mouse button to click the toolbar, and then choose Customize from the pop-up menu.

2. In the Commands box, select a button category. Your selection determines the items that appear in the description box.
3. When you click a button, a description of its action or command appears in the description box.

4. Drag the button from the Commands box and drop it onto the toolbar in the Word’s main screen where you want it to appear.

5. When you’re done, click on the Close button in the Customize dialogue box.

### 3.1.2 Moving Buttons

You are also allowed to move the buttons to any other location in the toolbar. To move a button, follow these steps:

1. Use the right mouse button to click the toolbar, and then choose Customize from the pop-up menu.

2. The Customize dialogue box appears. However, you will do nothing to the Customize dialogue box. This is just to enable you to move the buttons from the toolbar.

3. Drag the button to the new location in the toolbar and drop it onto the new location where you want it to appear.
4. When you’re done, click on the Close button in the Customize dialogue box.

**3.1.3 Removing Buttons**

You are also allowed to remove the buttons from any other location in the toolbar. To remove a button, follow these steps:

1. Use the right mouse button to click the toolbar, and then choose Customize from the pop-up menu.

2. The Customize dialogue box appears. However, you will do nothing to the Customize dialogue box. This is just to enable you to move the buttons from the toolbar.

3. Right-click the button that you want to remove from the toolbar in the Word’s main screen and choose the Delete option from the pop-up menu.

4. When you’re done, click on the Close button in the Customize dialogue box.

Note: After you have removed the button from the toolbar, you still can add it again by following the same steps in **3.1.1 Adding Buttons**.
3.2 Toolbars

If you need to add many new buttons, you might want to create your own toolbar. This technique is especially useful for creating a toolbar designed to work with documents that use a specific template.

3.2.1 Adding Toolbars

To add a new toolbar, follow these steps:

1. Use the right mouse button to click the toolbar, and then choose Customize from the pop-up menu.

2. Click on the New button to display the New Toolbar dialogue box.

3. Type the title name for the Toolbar Name text box.

4. In the Make Toolbar Available To drop-down list box, choose the template which the toolbar should appear. If you want to make the new toolbar to be available to all the documents, choose Normal.
5. When you’re done, click on the OK button in the New Toolbar dialogue box. The Customize dialogue box appears with the Toolbar tab selected.

6. In the Commands box, select the button that you want to display on the new toolbar that you have created.

7. Drag the buttons you want from the Customize dialogue box to the new toolbar.
8. If you want to put a separator line between the buttons, hold down the Alt-key on your keyboard, click and drag the button slightly to right. The separator line is created.

![Separator Line](image)

9. To delete the separator line, hold down the Alt-key on your keyboard, click and drag the button slightly to left. The separator line is deleted.

10. When you’re done, click on the Close button.

### 3.2.2 Hiding Toolbars

To hide an existing toolbar, follow these steps:

1. Use the right mouse button to click the toolbar, and then choose Customize from the pop-up menu.

![Customize Toolbar](image)

2. Deselect the toolbar name (uncheck the item).

3. When you’re done, click on the Close button.
3.2.3 Removing Toolbars

To permanently remove an existing toolbar, follow these steps:

1. Use the right mouse button to click the toolbar, and then choose Customize from the pop-up menu.

![Customize dialog box showing toolbar options]

2. Select the toolbar name and click on Delete button.

3. When you've done, click on the Close button.
3.3 Menus

Word offers far more commands that you would ever want on the menu at a single time. You can add to the menu any macro, style, font or AutoText you want to be readily available.

3.3.1 Adding Menus

To add a new menu, follow these steps:

1. Use the right mouse button to click the menu bar, and then choose Customize from the pop-up menu.

![Customize dialog box](image)

2. Select the New Menu in the Categories list box.

3. Drag the New Menu in the Commands box to the menu bar.

![Menu bar with New Menu added](image)

4. Right click the New Menu and type the name for the New Menu and press Enter key from the keyboard.
5. The new menu renamed.

![New Menu]

6. Use the right mouse button to click the menu bar again, and then choose Customize from the pop-up menu.

7. Choose the commands and drag the feature you want to add to the new menu bar. (Refer to 3.2.1 Adding Toolbars)

![Customized Menu]

8. When you’re done, click on the Close button.

### 3.3.2 Moving Menus

You are also allowed to move the menus to any other location in the menu bar. To move a menu, follow these steps:

1. Use the right mouse button to click the menu bar, and then choose Customize from the pop-up menu.

2. The Customize dialogue box appears. However, you will do nothing to the Customize dialogue box. This is just to enable you to move the menus from the menu bar.

3. Drag the menu to the new location in the menu bar and drop it onto the new location where you want it to appear.
4. When you’re done, click on the Close button in the Customize dialogue box.

### 3.3.3 Removing Menus

You are also allowed to remove the menus from any other location in the menu bar. To remove a menu, follow these steps:

1. Use the right mouse button to click the menu bar, and then choose Customize from the pop-up menu.

2. The Customize dialogue box appears. However, you will do nothing to the Customize dialogue box. This is just to enable you to move the menu from the menu bar.

3. Right-click the menu that you wants to remove from the menu bar and choose the Delete option from the pop-up menu.

4. When you’re done, click on the Close button in the Customize dialogue box.
3.4 Shortcut Keys

Shortcut keys enable you to perform routine operations quickly without moving from the keyboard to the mouse. You should consider assigning shortcut keys to frequently used menu options.

3.4.1 Assigning Shortcut Keys

To assign shortcut keys, follow these steps:

1. Use the right mouse button to click the toolbar, and then choose Customize from the pop-up menu.

2. Click on the Keyboard button. The Customize Keyboard dialogue box will appear.
3. Select the Categories and Commands to which the shortcut key will be assigned.

4. In the Current Keys box, the current shortcut key for the selected command will be displayed.

5. If you want to assign a new shortcut key to the selected command, just click on the Press New Shortcut Key text box and press the desired shortcut key.

6. After that, you will see a message below the Press New Shortcut Key text box to tell you whether the new shortcut key is being assigned to any other command.

7. To confirm the new shortcut key, click the Assign button.
8. When you’re done, click on the Close button in the Customize Keyboard dialogue box.

### 3.4.2 Removing Shortcut Keys

You are also allowed to remove any of the existing shortcut keys. To remove a shortcut key, follow these steps:

1. Use the right mouse button to click the menu bar, and then choose Customize from the pop-up menu.

2. Click the Keyboard button.

3. Select the Categories and Commands from which the shortcut key will be removed.

4. In the Current Keys box, select the shortcut key to be removed.

5. Click the Remove button
6. When you're done, click on the Close button in the Customize Keyboard dialogue box.

3.5 AutoText

Using AutoText, you can save your time by sorting selected texts or graphics that are used repeatedly. AutoText can contain texts, symbols, graphics, letterheads, logos, signatures and etc.

3.5.1 Creating AutoText

To create an AutoText, follow these steps:

1. Select the text from the document that you want to add to the AutoText.

2. Choose Insert, AutoText. From the AutoText sub menu, choose New ( or Alt-F3 ), the Create AutoText dialogue box appears.

3. Type the abbreviation for the entry in the name box, use an abbreviation that you can easily remember.
4. Click OK button to confirm the entry.

3.5.2 Inserting AutoText

To insert an AutoText, there are several ways:

Method 1:

1. Position the insertion point where you want to AutoText entry to appear.
2. Choose Insert, AutoText. Then select the AutoText option.
3. From the AutoText name box, select or type the abbreviation.

4. Click Insert button to insert the entry into your document.

Method 2:

1. Position the insertion point where you want to AutoText entry to appear.
2. Choose Insert, AutoText.
3. From the AutoText sub menu, select abbreviation from the list.

![AutoText menu](image)

**Method 3:**

1. Position the insertion point where you want to AutoText entry to appear.

2. Type the abbreviation.

3. Press F3 key from the keyboard. The abbreviation will be replaced by the AutoText content.

   $ \text{doc} \rightarrow \text{Press F3} \rightarrow \text{document}$

**3.5.3 Removing AutoText**

To remove an AutoText, follow these steps:

1. Choose Insert, AutoText. Then select the AutoText option.

2. From the AutoText name box, select or type the abbreviation.
3. Click Delete button to remove the selected AutoText entry.

4. When you’re done, click on the OK button in the AutoCorrect dialogue box.