

Active Blog
Word Trick

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Font Shortcut

Scroll down down down. Uh missed it, up up up down...There's that font!.

Rather than clicking through the toolbars and menus to find your favorite font, you can create a keyboard shortcut that will get you there fast, and this is how we do it:

1. Go to Tools | Customize.
2. On the Commands tab, click the Keyboard button.
3. Under Categories, click Fonts.
4. Under Fonts, click Comic Sans MS.
5. Put your cursor in the Press New Shortcut Key text box.
6. Press [Alt]CS.
7. Click the Assign button.
8. Click Close twice.
9. Now when you want to apply the Comic Sans MS font to your text, select the text and press [Alt]CS.

Note that these shortcut keys may be adapted to whichever key you wish besides fonts. Make sure you use a shortcut combination that has already been assigned, such as for Replace, Paste, and Find.

If you require additional information or assistance with this item, please give us a call.