

Back to the Beginning

Wish there was a way to start all over? Erase all your custom key combinations so you can enter only the ones you find yourself really using.

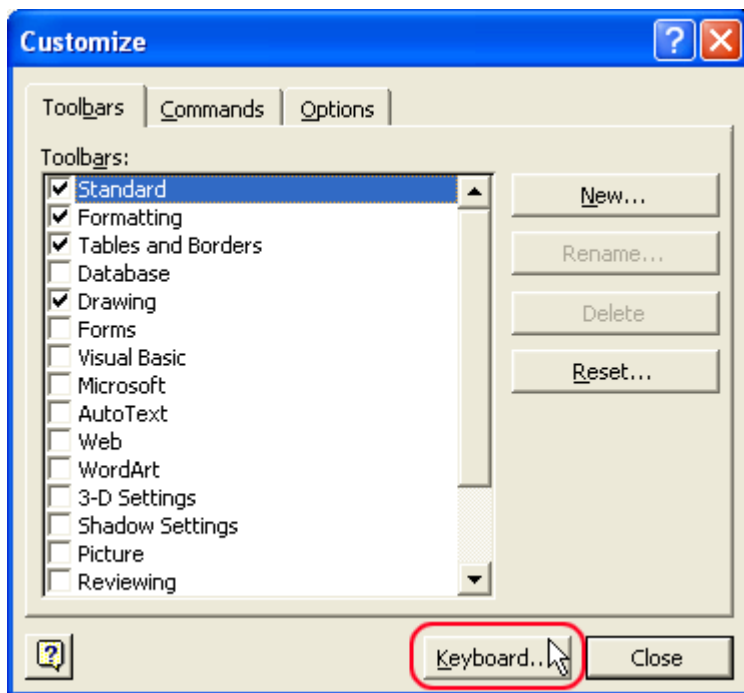
Or... maybe you've "inherited" someone else's computer and want to start with a clean slate?

Well, if you're one of my readers answering with a hearty "yes," then here's just the information you're looking for.

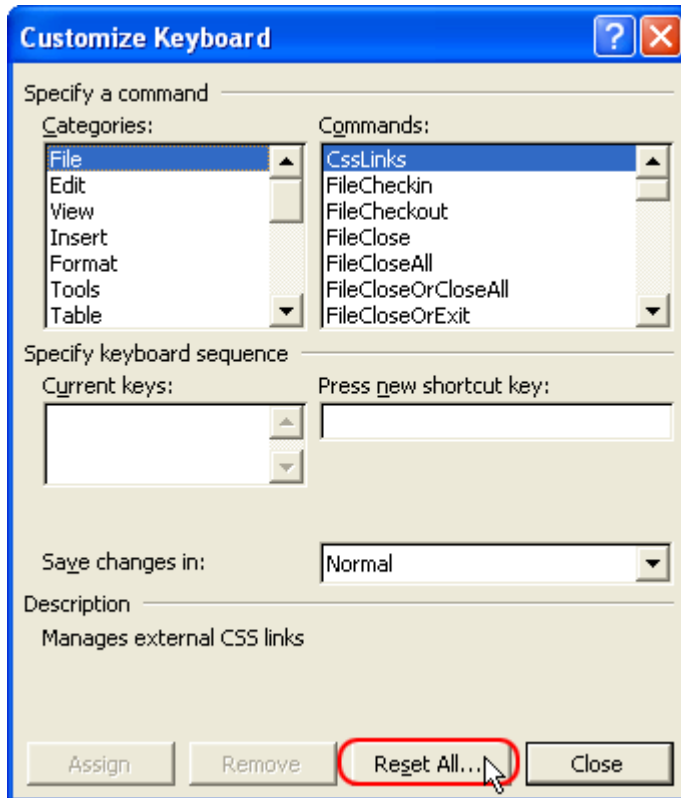
Restoring Word back to its original keyboard shortcut settings is as simple as 1, 2, 3, 4, and 5.

First you'll need to go to the **Customize** window. (**Tools** menu, **Customize** choice or **right click** on any toolbar and choose **Customize** on the menu that opens).

Now that you have the window open, click the **Keyboard** button.



In the Customise Keyboard window that opens, click the **Reset All button**.



Word will ask you to **confirm your reset choice**. Click **yes** if you really mean it and **no** if you've changed your mind.

You'll be returned to the Keyboard Customise window where you'll need to click **Close** and **Close** again in the Customise window.

And that's it! You're back to the original keyboard settings and ready to start fresh with the items you can really use.