Exercise 23-1

1. Open the **Customize User Interface** dialog box.
2. In the **Customizations in All Files** pane, expand the Keyboard Shortcuts branch. Then, expand the Shortcut Keys branch.
3. Drag three commands you commonly use or custom commands that you have created from the **Command List** pane to the Shortcut Keys branch.
4. Create shortcut keys for each of the three commands. Be careful not to use previously assigned key combinations.
5. Test the shortcut key for each command.