Labeled equations word

1. Insert 2x1 table
2. In first column insert blank equation
3. Click top left corner to mark the whole table
4. Rightclick and insert caption
5. Choose equation not table
6. Remember to remove label only keep number
7. Copy the caption and insert into the second column.
8. Move the border between the columns as far right as you want the label to be
9. Remove borders by double clicking your table – table design – borders – no borders
10. Again mark the whole table
11. Click insert – quick parts – save selection to quick parts
12. Give it a name (e.g., labeled equation)   
    gallery – quick parts  
    category – general  
    save in – building blocks  
    options – choose whatever u like
13. Press file – options – custom ribbons – keyboard shortcuts: customize
14. In categories go to building blocks by scrolling down to the bottom
15. Find the name you gave on the right side by scrolling
16. Select a shortcut key   
    note : If the key is taken, it will say so on the left side and say which function is occupying the shortcut.