

## Keyboard Access to Ribbon

The ribbon contains shortcuts, called **Key Tips**. To display the **Key Tips**, press the **ALT** key on the keyboard. Press the corresponding key for the tab to display the tab on the ribbon. For example, to display the **Home Tab**, press the letter **H** or press the letter **C** to display the **Create Tab** as shown in the illustration below. This makes all the **Key Tip** badges for that tab's buttons appear as shown in the illustration below. To issue the command press the key(s) for the command button. The ribbon that displays will depend on which element in Access is active.

