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 (see illustration below). For example:

To display the Insert Tab, press the letter N or press the letter M to display the Mailings 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 for the command button such as P to open the Insert Pictures window.