

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 **Insert Tab**, press the letter **N** or press the letter **M** to display the **Formulas 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.

