Publisher-Change Keyboard Focus Without Use of Mouse

Removing the focus from tabs and commands is another way to use the keyboard. The table below shows some ways to move the keyboard focus without using the mouse.

Keyboard Command	To Do This
ALT or F10 - Press either of these keys again to move back to the Office file and cancel the access keys.	These keys are used to select the active tab and show the access keys on the Ribbon.
ALT or F10 to select the active tab and then press the Left or Right Arrow keys	This key combination is used to move to another tab.
ALT or F10 to select the active tab and then press CTRL + Right Arrow or Left Arrow.	These key combinations allow the user to move between groups.
CTRL + F3	To minimize (collapse) or restore the ribbon, use this key combination.
SHIFT + F10	This key combination is used to display the shortcut menu for the selected item.
F6	Press this key to move the focus to selecting the active tab, the Office file, task pane, or status bar.
ALT or F10 and then the Tab or Shift + Tab	These key combinations are used to move the focus to each command in the ribbon, forward or backward.
Down Arrow, Up Arrow, Left Arrow, or Right Arrow	Press these keys to move down, up, left, or right among the items in the ribbon.
Space Bar or Enter	These keys are used to go to the selected command or control in the ribbon.
Space Bar or Enter	To open the selected menu or gallery in the ribbon, use one of these keys.
Enter	This key can be used to go to a command or option in the ribbon so changes can be made.
Enter	To finish changing the value of a command or option in the ribbon and move focus back to the Office file, press this key.
F1	This key can be used to get help with the selected command or control in the ribbon. If a Help article is not available for the selected command, a Table of Contents for that command will be shown instead.