KEYTIP FEATURE - EASY ACCESS KEYS

Access any command in a few keystrokes

Access keys provide a way to quickly use a command by pressing a few keystrokes, no matter where you are in the program. Every command in a program that uses an Office Fluent Ribbon can be accessed by using an access key. You can get to most commands by using two to four keystrokes.

1. Press and release the ALT key. The KeyTips are displayed over each feature that is available in the current view.

2. Press the letter shown in the KeyTip over the feature that you want to use.

3. Depending on which letter you pressed, you may be shown additional KeyTips. For example, if the Home tab is active and you pressed N, the Insert tab is displayed, along with the KeyTips for the groups in that tab.

4. Continue pressing letters until you press the letter of the specific command or option that you want to use. In some cases, you have to first press the letter of the group that contains the command.

TIP To cancel the action that you are taking and hide the KeyTips, press and release the ALT key.