

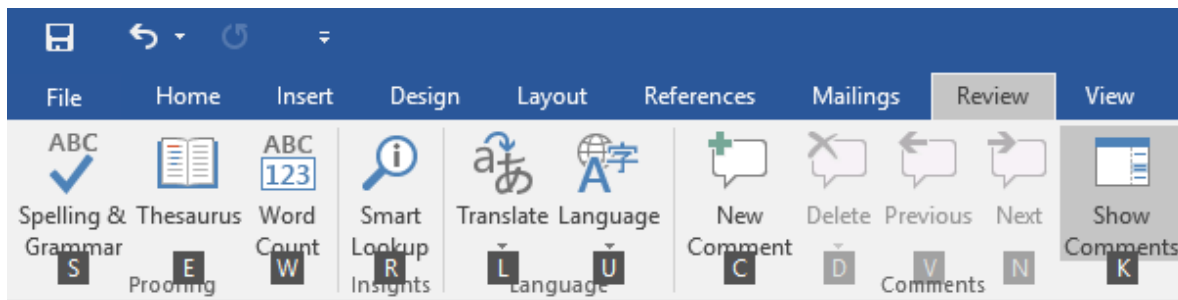
TECH TIP

Navigating the Menu Bar in Microsoft Word

Each tab across the top of your Word document can be accessed using the keyboard. Some combinations are listed below.

Alt + Key	Description
ALT + F	Opens the File tab
ALT + H	Opens the Home tab
ALT + N	Opens the Insert tab
ALT + G	Opens the Design tab
ALT + R	Opens the Review tab

Upon selecting a tab, further options will appear next to each action with the key required to access them. Eg. To perform a spell check you would simply press “ALT” and “R” to take you to the review tab. By pressing the “S” key, a spell check will then occur.



Give it a try! (“ALT” + “R” then “S”) Spellcheck done. This is much faster than using your mouse!

You can also just use the arrow keys, first pressing “ALT” then navigating the menu and tabs with the arrow keys. To select a command, you can use the spacebar or the enter key.

Can’t remember all of these combinations? Just hit “ALT” in your Word document and above each option a small hint will appear with the key used to select that option. To remove the hints or exit from your selection process, just press “ALT” again.