

04 – Modifier keys (Alt)

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Ribbon access

Alt activates the Ribbon

- Follow key tip (letters in black boxes) sequence (e.g. **Alt, H, F, C**)

The diagram illustrates the sequence of Alt key presses to access the Font ribbon in Microsoft Excel. The sequence is Alt, H, F, C.

1. Pressing **Alt** highlights the ribbon tabs (File, Home, Insert, Page Layout, Formulas, Data, Review, View).

2. Pressing **H** highlights the Home ribbon.

3. Pressing **F** highlights the Font group.

4. Pressing **C** activates the Font color dropdown menu.

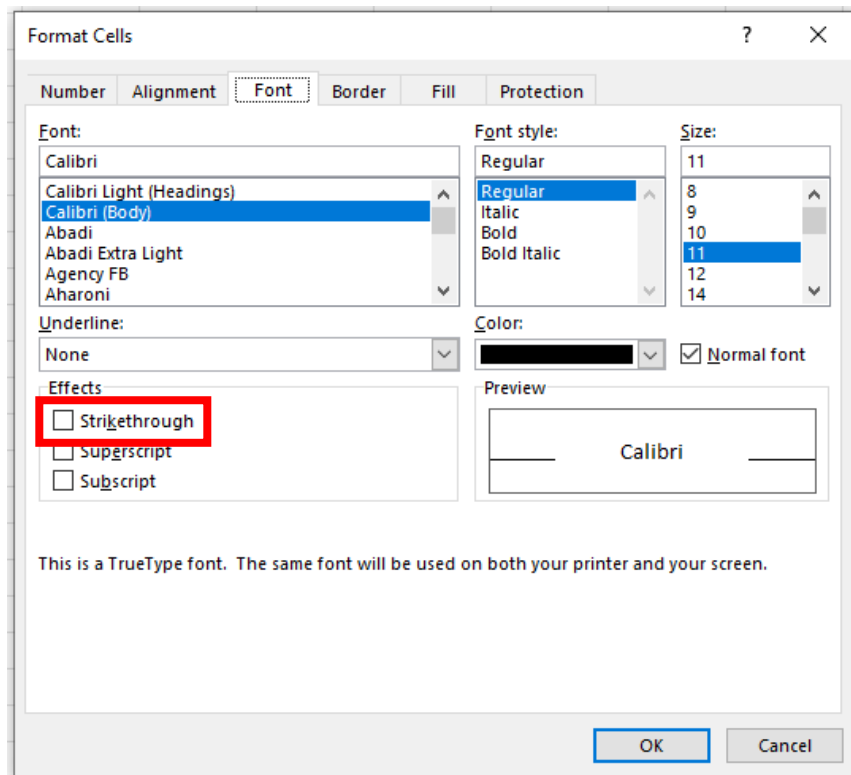
The right side of the image shows the Font color dropdown menu open, displaying Theme Colors and Standard Colors.

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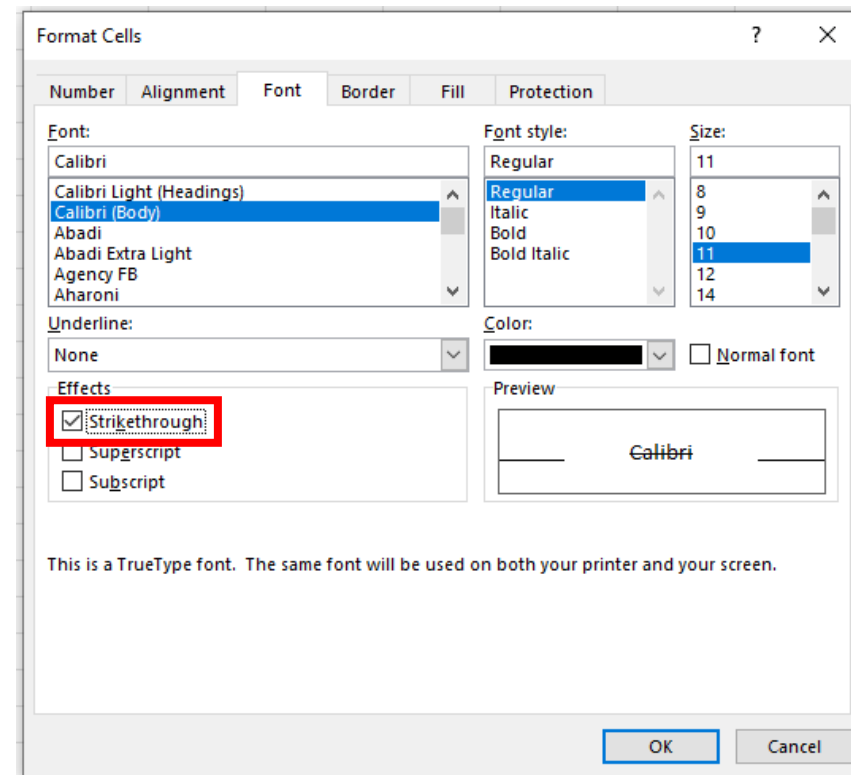
Accelerator keys

Alt+Letter Key for underlined letter will execute the associated command

- Open Format Cells Dialog Box [Alt, H, F, N] or Ctrl+1



Alt+K (1)



(1) Underlined letter only may also work (but this depends on control focus).