

Navigate the Ribbon with only the Keyboard :-	
Alt+F	To use Backstage view, open the File page.
Alt+G	To use themes, colors, and effects, such as page borders, open the Design tab.
Alt+H	To use common formatting commands, paragraph styles, or to use the Find tool. open the Home tab.
Alt+M	To manage Mail Merge tasks, or to work with envelopes and labels, open the Mailings tab .
Alt+N	To insert tables, pictures and shapes, headers, or text boxes, open the Insert tab.
Alt+P	To work with page margins, page orientation, indentation, and spacing, open Layout tab.
Alt+Q, then enter the search term	To type a search term for Help content, open the “Tell me” box on the ribbon.
Alt+R	To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab.
Alt+S	To add a table of contents, footnotes, or a table of citations, open the References tab.
Alt+W	To choose a document view or mode, such as Read Mode or Outline view, open the View tab. You can also set Zoom magnification and manage multiple windows of documents.
Work with documents in different views :-	
Alt+W, F	Switch to Read Mode view
Alt+Ctrl+P	Switch to Print Layout view.
Alt+Ctrl+O	Switch to Outline view.
Alt+Ctrl+N	Switch to Draft view.