

Common tasks

Press	Action
TAB (Press repeatedly until the Font Color menu is selected.)	Change the text color.
	This requires the ribbon to have the active focus (Press ALT+/ to place focus on the Site Actions menu, and then press TAB
TAB (Press repeatedly until the Font Size menu is selected.)	Change the text size.
	This requires the ribbon to have the active focus (Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the Format Text tab under Editing Tools).
TAB (Press repeatedly until the Font menu is selected.)	Change the text font.
	This requires the ribbon to have the active focus (Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the Format Text tab under Editing Tools).
CTRL+B	Apply or remove bold formatting from the selected text.
CTRL+I	Apply or remove italic formatting from the selected text.
CTRL+U	Apply or remove the underline from the selected text.
TAB (Press repeatedly until the Highlight Color button is selected.)	Change the highlight color of text.
	This requires the ribbon to have the active focus (Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the Format Text tab under Editing Tools).
CTRL+L	Left align the selected paragraph.
CTRL+E	Center the selection.
CTRL+R	Right align the selected paragraph.
CTRL+SHIFT+ >	Convert the selection to a left-to-right orientation.
CTRL+SHIFT+ <	Convert the selection to a right-to-left orientation.
	Create a numbered list.

TAB (Press repeatedly until the Numbered List button is selected.)	This requires the ribbon to have the active focus (Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the Format Text tab under Editing Tools).
TAB (Press repeatedly until the Bulleted List button is selected.)	Apply or remove bulleted list formatting from the selected paragraph. This requires the ribbon to have the active focus (Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the Format Text tab under Editing Tools).
CTRL+SHIFT+M	Remove a paragraph indent from the left.
CTRL+ M	Indent a paragraph from the left.
DELETE	Delete the selection without placing it on the Clipboard.
INSERT	Switch between inserting and overwriting
BACKSPACE	Delete the selection, or if there is no selection, the character preceding the
CTRL+BACKSPACE	Delete all of the word preceding the cursor, but not the preceding space.
SHIFT+ENTER	Insert a new line (but not inside the HTML Paragraph element <P>).

All pages

Press	Action
TAB (Press repeatedly, immediately after opening the page in a browser.)	Turn More Accessible Mode on or off. More Accessible Mode changes the way content is rendered on a site, optimizing it for assistive technologies such as screen
ALT+X	Activate or place focus on the Skip to main content link.
ALT+Y	Activate or place focus on the Skip Ribbon Commands link.
ALT+3	Activate or place focus on the View All Site Content link.
ALT+/ ALT+S	Activate or place focus on the Site Actions menu.
ALT+6	Activate or place focus on the Search box.
ALT+1	Activate or place focus on the Help link.
ALT+W	Activate or place focus on the Home link.
SHIFT+ENTER	Activate or place focus on the Your Expand menus such as the drop-down menu for a list item.

ALT+DOWN ARROW	Expand drop down lists such as the Search Scope menu next to the Search box at the top of some pages.
ALT+W	Move the selection from Web Part to Web Part on pages that use multiple Web Parts

Navigating the ribbon

Press	Action
TAB to get to the desired tab, and then LEFT ARROW, RIGHT ARROW	Move left or right to another tab of the Ribbon, respectively.
ENTER	Display the shortcut menu for the selected command.
TAB, SHIFT+TAB	Move the focus to each command on the Ribbon, forward or backward respectively.
DOWN ARROW, UP ARROW, LEFT ARROW, RIGHT ARROW	Move down, up, left, or right among the items on the Ribbon, respectively.
SPACE BAR or ENTER	Activate the selected command or control on the Ribbon.
SPACE BAR or ENTER	Open the selected menu or gallery on the Ribbon.
ENTER	Activate a command or control on the Ribbon so you can modify a value.
ENTER	Finish modifying a value in a control on the Ribbon, and move the focus back to the document.

For pages or dialog boxes that have Open or Cancel buttons

Press	Action
ALT+C	Cancel button (cancels changes and returns to the list, library, discussion board, or
ALT+O	Depending on the context, the OK, Save or Create button (saves changes and closes the page or dialog box.)

