



Excel Shortcuts: Learn 60 Excel Keyboard Shortcuts in 3 Days

Steve Hukari

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PRACTICAL TIPS FOR BEGINNING & ADVANCED USERS ALIKE

Why learn Excel shortcuts?

- Save time on routine office work
- Impress co-workers
- Get raises and promotions
- Enjoy yourself while using Excel

You will become a faster, more proficient user of this core office application.

Others in your office will take notice. Your skill could lead to more meaningful assignments, raises and career advancement.

It is my unscientific observation that most users leverage 20% or less of Excel's power.

Shortcuts in Excel comprise one of the features that are often underutilized.

This book will give you a solid foundation of shortcuts to use in a variety of situations. Included are more efficient ways to paste values, AutoFit columns, create hyperlinks, remove borders and more.

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