**IMPROVING PRODUCTIVITY**

1. Taking typing lessons
2. Use of keyboard short cut
3. Use of Macro to store Key Presses
4. Taking more Training videos

**TAKING TYPING LESSONS**

Typing lessons are important and you might want to enroll in an online course or install a software such as Mavis Beacon that teaches fast-typing . some of the things to aim for are

1. Learn to touch type. If you don’t know how to touch type, this is where you need to start. Having the ability to type...

2. Aim for accuracy rather than speed. It does not matter how fast you type if you have to go back and fix all your...

3. Practice typing exercises regularly. Mastering typing skills takes training and practice. Practice typing on a regular...

4. Minimize your physical effort. The less work your fingers do to press the keys the faster you will be able to move...

**USE OF KEYBOARD SHORTCUTS**

1. Ctrl + A Select all content.
2. Ctrl + C (or Ctrl + Insert) Copy selected items to clipboard.
3. Ctrl + X Cut selected items to clipboard.
4. Ctrl + V (or Shift + Insert) Paste content from clipboard.
5. Ctrl + Z Undo an action, including undelete files (limited).
6. Ctrl + Y Redo an action.
7. Ctrl + Shift + N Create new folder on desktop or File Explorer.
8. Alt + F4 Close active window. (If no active window is present, a shutdown box appears.)
9. Ctrl + D (Del) Delete selected item to the Recycle Bin.
10. Shift + Delete Delete the selected item permanently, skipping Recycle Bin.
11. F2 Rename selected item.
12. Esc Close current task.
13. Alt + Tab Switch between open apps.
14. PrtScn Take a screenshot and stores it in the clipboard.
15. Windows key + I Open Settings app.
16. Windows key + E Open File Explorer.
17. Windows key + A Open Action center.
18. Windows key + D Display and hide the desktop.
19. Windows key + L Lock device.
20. Windows key + V Open Clipboard bin.
21. Windows key + Period (.) or Semicolon (;) Open emoji panel.
22. Windows key + PrtScn Capture a full screenshot in the "Screenshots" folder.
23. Windows key + Shift + S Capture part of the screen with Snip & Sketch.
24. Windows key + Left arrow key Snap app or window left.
25. Windows key + Right arrow key Snap app or window right.

**USE OF MACRO**

A Macro is a program that copies keystrokes or mouse actions repeated and common in the sheet. In short, Excel Macros refers to the programming language in VBA.A macro is a set of actions that you can run as many times as you want.Macros help you to save time on repetitive tasks involved in data manipulation and data reports that are required to be done frequently