**Excel Shortcuts Challenge - Participant Instructions**

**See Excel workbook, “Excel Challenge Data.xlsx”**

* Sheet 1: Sales Data includes sales transactions with various products, customers, regions, and other details across different months. The data has some inconsistencies and formatting issues for participants to fix.
* Sheet 2: Customer Information contains customer details with a blank row and a duplicate entry (John Smith appears twice) that participants will need to identify and clean up.
* Sheet 3: Product Database includes product information with some duplicate products (Office Chair and Desk Organizer appear twice) that will need organization.

**Instructions:**

* You cannot use your mouse during the challenge
* You are award points for each task completed correctly using only keyboard shortcuts

**The 20 Tasks**

1. Navigate to Cell K15 on Sheet 1
2. Select the entire dataset on Sheet 1 (A1)
3. Format the headers (row 1) as bold
4. Insert a filter for the dataset
5. Sort the data by "Sales Amount" in descending order
6. Copy rows with sales over $5,000 to Sheet 5
7. Create a SUM formula in cell L2 to total all sales
8. Convert this formula to an absolute reference
9. Copy this formula down to match all rows
10. Navigate to Sheet 2
11. Apply conditional formatting to highlight duplicate customer entries
12. Delete any blank rows
13. Create a new column with a VLOOKUP to match customer IDs with sales data
14. Navigate to Sheet 3
15. Group rows 5-15 to create an expandable/collapsible section
16. Create a pivot table on Sheet 4 using the data from Sheet 1
17. Save the workbook with a new name
18. Create a chart from selected data
19. Use Find & Replace to change "Region A" to "North America" throughout the workbook
20. Split the "Customer Name" column into First Name and Last Name using text to columns

**Debriefing Questions**

* Which shortcuts were new to you?
* Which shortcuts do you think will save you the most time in your daily work?
* How many minutes per day do you think you could save by using these shortcuts?
* Which tasks were the most challenging to complete without a mouse?