**Excel Shortcuts Challenge**

Welcome to the Excel Shortcuts Challenge! This activity is designed to help you become more efficient with Excel by mastering keyboard shortcuts. Working without a mouse can dramatically increase your productivity when analyzing and managing data.

**Challenge Instructions**

1. You will receive an Excel workbook with 5 sheets: Sales Data, Customer Information, Product Database, a blank sheet for a pivot table, and a Final Report template.
2. Your challenge is to complete the 20 tasks listed below using ONLY keyboard shortcuts - no mouse allowed! This is a keyboard-only challenge.
3. You have 10 minutes to complete as many tasks as possible.
4. The person who completes most tasks correctly using only keyboard shortcuts wins.

**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 pivoted 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