

Chapter 2: Ribbon and Quick Access Toolbar Tips

Section 1: Access ribbon commands with Alt key sequences

- Pressing the Alt Key shows the accessibility menu. This also can be used as a speed boost
- Alt+'H'+'K' = Give selected cells the comma (number) format.
- Alt+'A'+'SA' = Sort Ascending
- Alt+'A'+'SD' = Sort Descending

Section 2: Expand the ribbon and full-screen views

- Ctrl+F1 = Minimize Ribbon to view more rows
 - Tabs still unfurl briefly if you click them
- Ctrl+Shift+F1 = Fully Minimize Ribbon to view EVEN MORE rows
 - Click the very top bar to briefly show the entire ribbon