

Task 1: Excel Keyboard Shortcuts

Question 1 of 6

Q1/6: What is the Excel shortcut to jump to the bottom of your dataset?

☐ Alt-Down Arrow

☐ Alt-Page Down

☒ Ctrl-Down Arrow

☐ Ctrl-Enter



Great Work!

You will use this shortcut often!

Task 1: Excel Keyboard Shortcuts

Question 2 of 6

Q2/6: What would you use to quickly add sums to columns or rows?

- ☒ Alt=Equals
- ☐ Ctrl=Sum
- ☐ Ctrl=Equals
- ☐ Ctr=Alt=Del



Great Work!

Well done!

Task 1: Excel Keyboard Shortcuts

Question 3 of 6

Q3/6: How would you quickly turn on or off the filter function for your data range?

☐

Ctrl-F

☒

Ctrl-Shift-L

☐

Ctrl-L

☐

Alt-L



Great Work!

Great job!

Task 1: Excel Keyboard Shortcuts

Question 4 of 6

Q4/6: What is the shortcut to opening the Format dialog box?

☐ Shift-F

☐ Alt-1

☐ Ctrl-F

☒ Ctrl-1



Great Work!

You got it!

Task 1: Excel Keyboard Shortcuts

Question 5 of 6

Q5/6: How do you quickly select all data in a region?



Alt-A



Ctrl-A



Shift-Space



Ctrl-Space



Great Work!

You are a data selection rock star!

Task 1: Excel Keyboard Shortcuts

Question 6 of 6

Q6/6: What is the shortcut to make Excel do (redo) the same action again?



Ctrl-A



Alt-Y



Ctrl-R



Ctrl-Y



Great Work!

This one is great if you do the same actions over and over again...