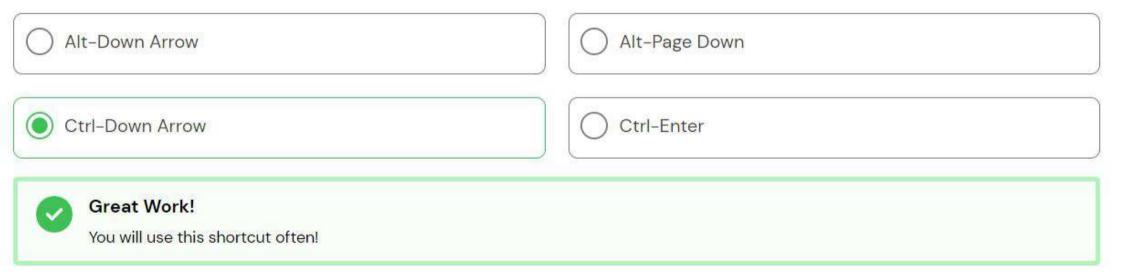
#### Task 1: Excel Keyboard Shortcuts

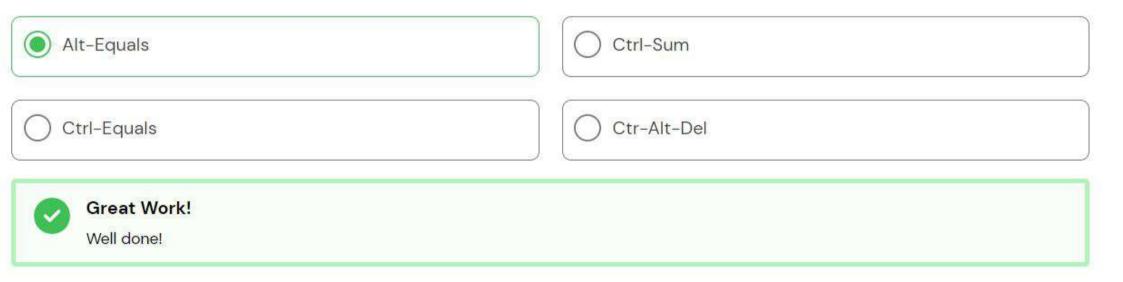
Question 1 of 6

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

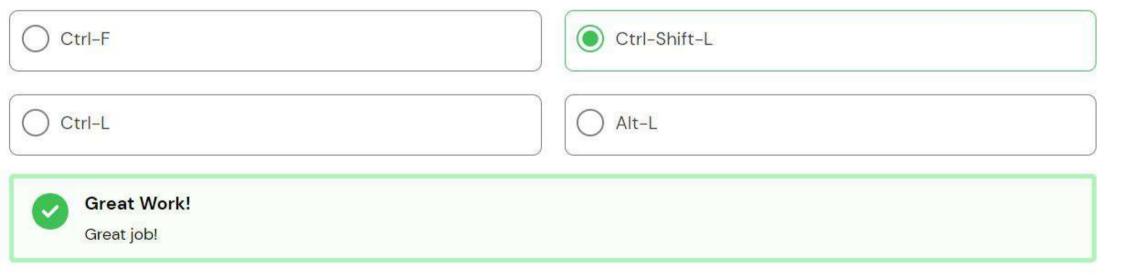


Question 2 of 6

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



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

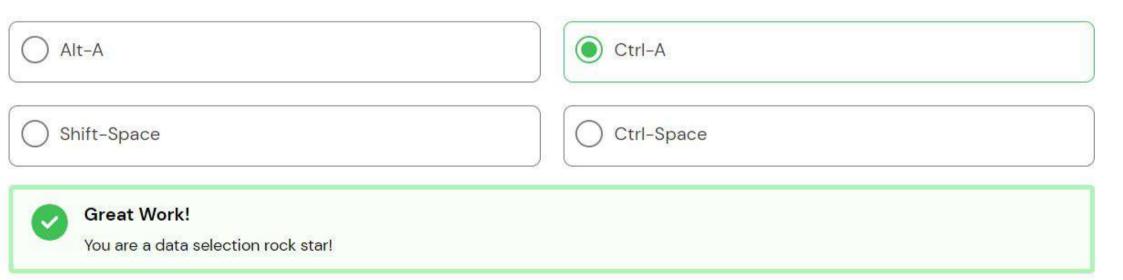


## Q4/6: What is the shortcut to opening the Format dialog box?

Shift-F	Alt-1
O Ctrl-F	Ctrl-1
Great Work! You got it!	

Question 5 of 6

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



Question 6 of 6

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

