Dear All,

Below are Microsoft Excel - 25 very useful keyboard shortcuts.

All these tips are bite sized and easy to read, digest and implement. The focus is on improving your productivity and making your day better.

1. To format any selected object, press **ctrl+1**2. To insert current date, press **ctrl+;**  
3. To insert current time, press **ctrl+shift+;**4. To repeat last action, press **F4**  
5. To edit a cell comment, press **shift + F2**  
6. To autosum selected cells, press **alt + =**  
7. To see the suggest drop-down in a cell, press **alt + down arrow**  
8. To enter multiple lines in a cell, press **alt+enter**  
9. To insert a new sheet, press **shift + F11**  
10. To edit active cell, press **F2** (places cursor in the end)  
11. To hide current row, press **ctrl+9**12. To hide current column, press **ctrl+0**13. To unhide rows in selected range, press **ctrl+shift+9**  
14. To unhide columns in selected range, press **ctrl+shift+0**  
15. To recalculate formulas, press **F9**  
16. To select data in current region, press **ctrl+shift+8**  
17. To see formulas in the worksheet, press **ctrl+shift+` (ctrl+~)**18. While editing formulas to change the reference type from absolute to relative vice versa, press **F4**  
19. To format a number as currency, press **ctrl+shift+4 (ctrl+$)**20. To apply outline border around selected cells, press **ctrl+shift+7**  
21. To open the macros dialog box, press **alt+F8**  
22. To copy value from above cell, press **ctrl+’**  
23. To format current cell with comma formats, press **ctrl+shift+1**  
24. To go to the next worksheet, press **ctrl+shift+pg down**  
25. To go to the previous worksheet, press **ctrl+shift+pg up**

**Categorization of Negative Customers**

         D1 -- No Such person at the billing address

         D2 – Wrong Address

          (Note: Wrong address is different from incomplete address, wrong address means  address is complete but no such address exists at the given locality.)

         D3 – Disown connection (By the subs or the person met).

         D4 – User different than subscriber & subscriber denies taking responsibility of payments.

         D5 – Defaulter

         D6 – Refused Verification

         D7 – Incomplete Address

**         D8 – Prepaid CIF mismatch/Out of TAT/Multiple connection**

         C7 – Out of geographical area (Limits defined by the Co.)

         C2 – Customer shifted but was existing at the address

         C6 – House Locked