

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!

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!

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!

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!

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!

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...