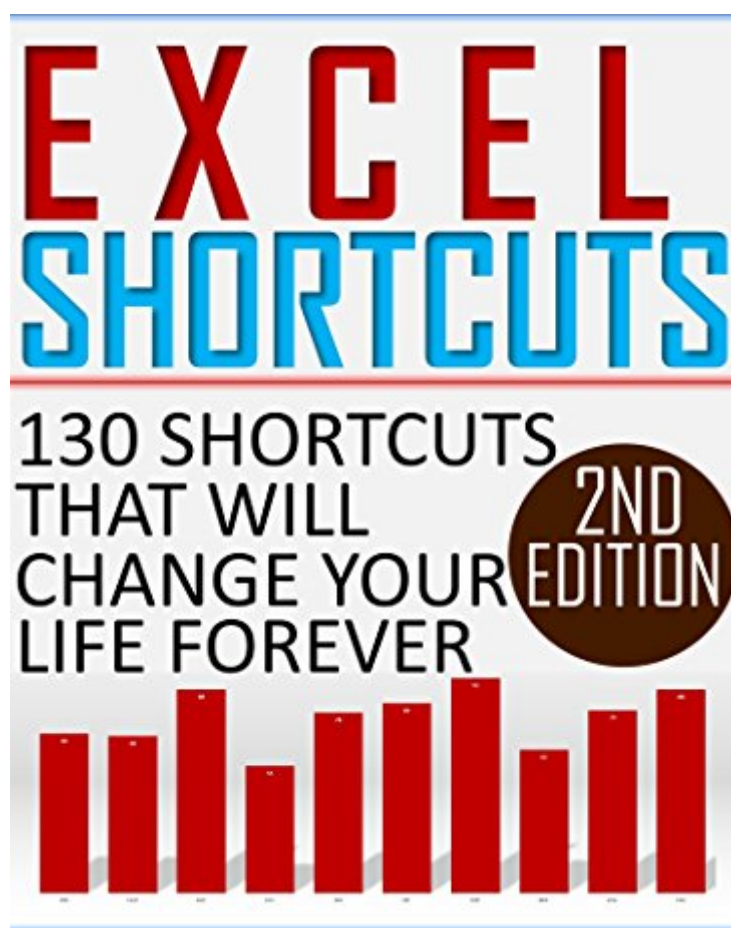


The book was found

# Excel Shortcuts: 130 Shortcuts That Will Change Your Life Forever



Vijay Kumar



## Synopsis

Excel Keyboard Shortcuts. You may wonder why you want to learn this much of Excel Shortcuts, but trust me by learning these shortcuts you will learn more about various features in Excel that you might have otherwise not noticed or skipped without using. These are some of the benefits of learning Shortcuts. • Increase your productivity by speedier execution of tasks. • Will increase the accuracy of the work you are doing. • Help to get Raises and Promotion. • To impress your Boss and Colleagues. • It is fun to use the shortcuts. This book covers various shortcuts from Basic to Advance level in Formatting, Data editing, Selection, Navigation and other useful shortcuts with example sheets so that you can practice while you read. Main Contents of the Books is. Basic Shortcuts. Shortcuts for Selection. Shortcuts for Editing. Shortcuts for Navigation. Shortcuts for Formatting. Other useful Shortcuts. User defined Shortcuts using Macros. Get started today to increase your productivity.

## Book Information

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## Customer Reviews

I work in Excel daily, and I have used 14 shortcuts from this book on a daily basis. I made a little desk card with my "favorite 14" and These shortcuts have cut time off of my keystrokes.

This is a good briefing on the shortcuts available. Would have appreciated a more in depth treatment of custom macros; but overall a very good reference.

Really Good book and very informative. I'm able to do my work in Excel much more faster.

The author selected the best shortcuts out of Excel's many available. Saves time. He includes downloads but you don't need them. My favorite was wrap text, alt he.

Muy bueno

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