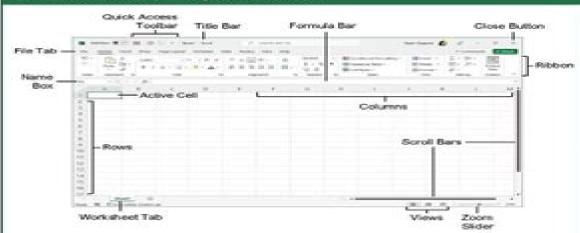




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Left one-cell	Shift - Tab
Down one cell	_ Enter
Up one cell	Shift - Enter
Down one screen	Page Down
To first cell of active row	Home
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To cell A1	_ Ctrl - Home
To last cell.	Ctrl - End

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Copy	Ctrl + C
Paste	Ctrl + V
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Johannes Alzog

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Excel Essentials George W. Rumsey,2014-02-10 This short instructional manual is not meant to be exhaustive guide to Microsoft Excel Rather it acts as a compass pointing readers toward key concepts terms and commands needed to use Excel effectively and navigate spreadsheets efficiently It is geared towards users of Excel 2013 365 but is also appropriate for Excel 2010 It also is not intended for a technical audience but for the beginner to intermediate user who is self taught or struggling Explanations and examples are kept simple and straight forward with ample illustrations and descriptions

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