

Adaptive Live | 2018

Move Around Sheets Like a Pro!

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Move Around Sheets Like a Pro!

What will we be covering?

- Quickly toggling from sheet to sheet
- Working in multiple tabs/multiple windows
- Sheet display options
- Keyboard Shortcuts
- Process Guide
- Model Overview

What is the benefit for you?

- Process and workflow efficiencies
- Get the most out of your investment

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Let's Take a Deeper Look!

Live Demo

Recap: Move Around Sheets Like a Pro!

- Use CTRL [and CTRL] to quickly toggle from sheet to sheet
- Using multiple tabs or windows can make updating multiple sheets with dependencies and validating your work more efficient
- There are multiple display settings to use in sheets like gridlines and version comparison
- Use short cuts to save time and clicks
- Learn about Process Guide and how it can help your end users understand their specific tasks and instructions
- Modeling Overview can help you see the big picture and how data in your sheets is connected.

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Keyboard Shortcuts

WORKING WITH DATA

Ctrl + Alt + F	Search
Ctrl + Alt + S	Save Sheet Changes
Ctrl + Alt + Z	Clear All Edits
Ctrl + Alt + R	Refresh Sheet
Ctrl + Alt + P	Printable View
Ctrl + Alt + E	Cell Explorer
Ctrl + Alt + D	Display Options
Ctrl + Alt + =	Formula Assistant
Alt + F1	After selecting a range, opens charts panel
Ctrl + Alt + M	Toggle Copy Mode
Ctrl + Alt + I	Change Dimensions
Ctrl + Alt + W	Swap Axes
ESC	Cancels current input and selection
Backspace/DEL	Clears selected cell values
Enter/Return	Apply edit and/or move down one cell
Ctrl + X	Cut selection
Ctrl + C	Copy selection
Ctrl + V	Paste into selection

SHEET NAVIGATION

↑	Move one cell up
↓	Move one cell down
←	Move one cell left
→	Move one cell right
Ctrl + ←	Move one page left
Ctrl + →	Move one page right
Tab	Enter and move right
Shift + Tab	Enter and move left
Home	Move to first cell in row
End	Move to last cell in row
Page Up	Up one page
Page Down	Down one page
Ctrl + Home	Move to first cell in sheet
Ctrl + End	Move to last cell in sheet
Ctrl + Alt + Home	Move to first row in column
Ctrl + Alt + End	Move to last row in column
Ctrl +]	Go to the next sheet
Ctrl + [Go to the previous sheet

EXTENDING SELECTIONS IN SHEETS

Shift + ↑	Extend selection up one cell
Shift + ↓	Extend selection down one cell
Shift + ←	Extend selection left one cell
Shift + →	Extend selection right one cell
Shift + Ctrl + →	Extend selection one page to the right
Shift + Ctrl + ←	Extend selection one page to the left
Shift + Home	Extend selection to first column of current row
Shift + End	Extend selection to last column of current row
Shift + Page Up	Extend selection up one page
Shift + Page Down	Extend selection down one page
Shift + Ctrl + Home	Extend selection to first cell in sheet
Shift + Ctrl + Alt + Home	Extend selection to first row and column
Shift + Ctrl + End	Extend selection to last cell in sheet
Shift + Ctrl + Alt + End	Extend selection to last row and column

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