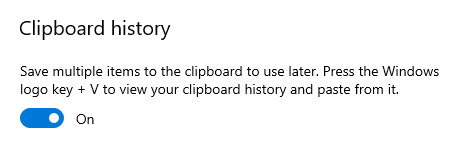
1. Is the Windows Logo Key  a decoration on your keyboard or does it have any power. It’s the latter. It’s the most dominant key on your keyboard. We’ll list just 5 of many features it can perform.
   1. Windows Key + V: Shows multiple items you can choose from to paste from your Clipboard History. First you must turn on the Clipboard History. See illustration below:
   2. Windows Key + 1 (Note: The number keys you must use is located at the top of your keyboard, see illustration below): Launches the first Application on your Taskbar shown left to right. See illustration below:

8

7

6

5

4

2

9

3

1



Windows Key + 2: Launches the second Application on your Taskbar shown left to right. You can launch up to 9 Applications quickly by knowing this technique.

* 1. Windows Key + D: Minimizes all open windows to view your Desktop. Windows Key + D again: Maximizes all minimized windows.
  2. Windows Key + E: Opens File Explorer.
  3. Windows Key + X + U + U: Will shut down your computer. Windows Key + X + U + R: Will restart your computer.

1. Reducing file size. A few examples of quick fixes to help reduce Excel file size.
   1. Save As .xls to .xlsx
   2. Save As .xlsx to .xlsb
2. 2 great shortcuts when you change your Excel Table to Format as Table.
   1. CTRL Key + Spacebar: Highlights entire column even with blank cells.
   2. Shift Key + Spacebar: Highlights entire row even with blank cells.
3. MS 365: Importing Pivot Table formats as defaults.
   1. Create a Pivot Table and import your format as a Default. Now all future builds will default to your parameters and you can easily change at any time.
   2. Send your Pivot Table defaults to other colleagues that they can import your formats quickly.
   3. You can always remove your defaults with simple click.
4. Videos below:

