

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.

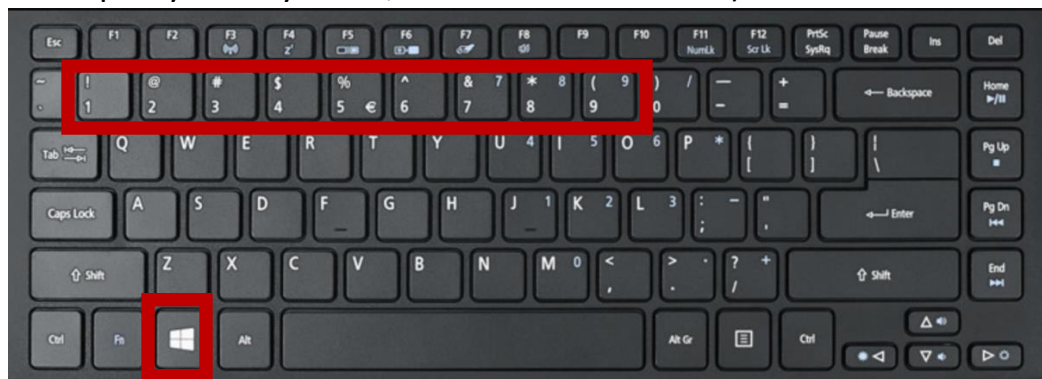
- a. Windows Key + V: Shows multiple items you can choose from to paste from your Clipboard History. First you must turn on the Clipboard History. See illustration below:

### Clipboard history

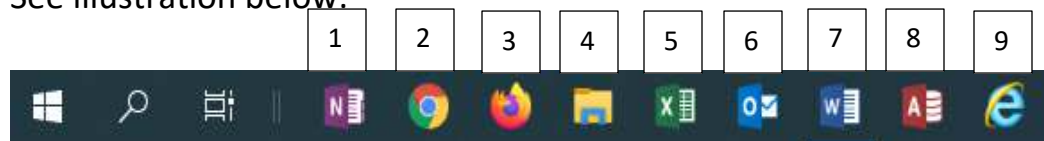
Save multiple items to the clipboard to use later. Press the Windows logo key + V to view your clipboard history and paste from it.



- b. 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:



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.

- c. Windows Key + D: Minimizes all open windows to view your Desktop. Windows Key + D again: Maximizes all minimized windows.
  - d. Windows Key + E: Opens File Explorer.
  - e. Windows Key + X + U + U: Will shut down your computer. Windows Key + X + U + R: Will restart your computer.
2. Reducing file size. A few examples of quick fixes to help reduce Excel file size.
    - a. Save As .xls to .xlsx
    - b. Save As .xlsx to .xlsb
  3. 2 great shortcuts when you change your Excel Table to Format as Table.
    - a. CTRL Key + Spacebar: Highlights entire column even with blank cells.
    - b. Shift Key + Spacebar: Highlights entire row even with blank cells.
  4. MS 365: Importing Pivot Table formats as defaults.
    - a. 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.
    - b. Send your Pivot Table defaults to other colleagues that they can import your formats quickly.
    - c. You can always remove your defaults with simple click.
  5. Videos below:

Name	Type	Size	Length
 01_WindowsKey_V_ClipboardHistory_Paste.mp4	MP4 File	8,400 KB	00:03:47
 02_WindowsKey_1_Launch_Apps.mp4	MP4 File	6,210 KB	00:02:26
 03_WindowsKey_D_Minimize_Maximize_Apps.mp4	MP4 File	3,642 KB	00:01:25
 04_WindowsKey_E_FileExplorer.mp4	MP4 File	4,158 KB	00:01:37
 05_WindowsKey_Shutdown_Restart.mp4	MP4 File	6,577 KB	00:03:04
 06_XLS_to_XLSX.mp4	MP4 File	6,532 KB	00:03:18
 07_XLSX_to_XLSB.mp4	MP4 File	11,341 KB	00:04:20
 08_Highlight_Rows_Columns.mp4	MP4 File	10,125 KB	00:03:46
 09_MS365_PivotTableDefaults_A.mp4	MP4 File	21,847 KB	00:07:56
 09_MS365_PivotTableDefaults_B.mp4	MP4 File	8,780 KB	00:03:14