10 Secret X Double Click Shortcuts

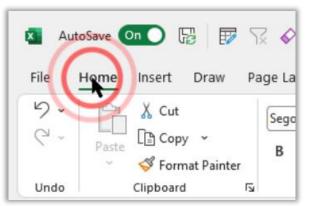
10X YOUR PRODUCTIVITY





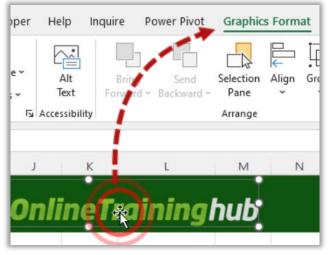
DOUBLE CLICK SHORTCUTS CHEAT SHEET

1. Hide/unhide the Ribbon



2. Activate Tabs

Double click shapes/images to activate the Graphics Format tab



3. Dialog Boxes

Double click option buttons to select & close the dialog box

Category	Product	Sale	s			
omponents	Chains	\$	20,000			
lothing	Socks	\$	3,700	Insert	2	×
lothing	Bib-Shorts	\$	4,000	insen	1	^
lothing	Shorts	\$	13,300	Insert		
lothing	Tights	\$	36,000	O Shift ce	ells r <u>ig</u> ht	
omponents	Handlebars	\$	2,300		ells <u>d</u> own	
lothing	Socks	\$	2,300	Entire g		
lothing		\$	59,300	ОК	_	ncel

4. Copy Formulas Down

Double click bottom right of cell to copy down

			~			-	-
	Α	В	C	D		E	F
2							
3		Year	Category	Product	Sales		Bonus
4		2022	Components	Chains	\$	20,000	\$22,00
5		2020	Clothing	Socks	\$	3,700	N
6		2022	Clothing	Bib-Shorts	\$	4,000	
7		2020	Clothing	Shorts	\$	13,300	
8		2022	Clothing	Tights	\$	36,000	
9		2020	Components	Handlebars	\$	2,300	*
10		2021	Clothing	Socks	\$	2,300	

5. Selecting Formulas

Select formula arguments with double click

			SL	JMIF(range, c	riteria, [sum range])
	Clothing		=SU	MIF(C4:C10),C12(0) 0
2021	Clothing	Socks	\$	2,300	
	Components	Handlebars	\$	2,300	
2022	Clothing	Tights	\$	36,000	
2020	Clothing	Shorts	\$	13,300	

Select whole formula with **triple** click!

			S	MIF(range, o	riteria, [sur	n_range])
	Clothing		=SU	0F)C4:C10),C12,E4:8	E10)
2021	Clothing	Socks	\$	2,300		
	Components	Handlebars	\$	2,300		
2022	Clothing	Tights	\$	36,000		
2020	Clothing	Shorts	>	13,300		

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6. Open PivotTable **Dialog Boxes**

7. Drill down on PivotTables

Expand & collapse row labels

		a aluman ha a dara	1.2		А	В		С	
DC		column headers	1	Year	-	Category	▼ Sum	of Sales	
		ВС	2		± 2020	1		111,100	
1	Year	Category 👻 Sum of Sales	3		2021			249,300	
2	= 2020	111,100	4		262			437,900	
3	2020	Accessories 29,300	5		2022	Accessorie	es	233,800	
4	2020		6		2022	Bikes		37,800	
5	2020	Source Name: Year	7		2022	Clothing		104,200	
6	2020	Custom Name: Year	8		2022	Compone	nts	62,100	
7	≡ 2021	Subtotals & Filters Layout & Print	9	Gran	d Total			798,300	
8	2021			· · ·					
9	2021	Automatic							
10	2021	(O Nong			Do	uble cli	ick val	ues to)
11	2021	○ <u>C</u> ustom Select one or more functions:			dril	l down	to trar	nsacti	ons
12	2022	Sum Count			Gin			1001011	0110
13	2022	Average Max							
14	2022	Min Product			Year	ALC: NO DECISION OF A DECISIONO OF A DE	ategory		of Sales
15	2022	Filter				≡ 2020			111,100
16	2022	Include new items in manual filter					ccessorie	S	29,300
17	Grand Total					2020 Bi			10,300
	1	Number Format OK	6	incel		2020 C	lothing		47800
		Tomper tomat		inter		2020 Co	omponen	ts	26,700
						2021			249,300

For row label columns, position the mouse until the arrow appears, then double click.

A		^	С	
1	Year		Categor	Sum of Sales
2	8	2020		111,100
3		2020	Accessories	29,300
4		2020	Bikes	10,300
5		2020	Clothing	44,800
6		2020	Components	26,700

	А	В	С	D #	
1	Year 💌	Category 💌	Product 💌	Sales 💌	
2	2020	Clothing	Caps	500	
3	2020	Clothing	Socks	3700	
4	2020	Clothing	Bib-Shorts	700	
5	2020	Clothing	Shorts	13300	
6	2020	Clothing	Gloves	13300	
7	2020	Clothing	Vests	3300	
8	2020	Clothing	Tights	3300	
9	2020	Clothing	Jerseys	6700	

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2021 Accessories





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8. Navigating

Double click cell edge to jump to last occupied cell

Year	Category	Product	Sales	
2022	Components	Chains	\$	20,000
20,20	Clothing	Socks	\$	3,700
2022	Clothing	Bib-Shorts	\$	4,000
2020	Clothing	Shorts	\$	13,300
2022	Clothing	Tights	\$	36,000
2020	Components	Handlebars	\$	2,300
2021	Clothing	Socks	\$	2,300

Hold SHIFT+ double click to select the range

Chains Socks Bib-Shorts	\$ \$ \$	20,000 3,700
Socks	1. 10	3,700
Bib-Shorts	S	
	4	4,000
Shorts	\$	13,300
Tights Handlebars	\$ \$	36,000
		2,300
Socks	\$	2,300
	Handlebars	Handlebars \$ Socks \$

• **Tip:** click any edge to navigate in that direction





9. Autofit Rows/Columns

Double click between row/column labels to autofit

4	A (3	с	D	E	F
1	Doi	uble	Clic	k Se	cret
2		-			_
3	Year	Categor	Product	Sales	Bonus
4	###	Compone	Chains	\$20,000	
5	###	Clothing	Socks	\$ 3,700	
6	###	Clothing	Bib-Short	\$ 4,000	
7	###	Clothing	Shorts	\$13,300	
8	###	Clothing	Tights	\$36,000	
9	###	Compone	Handleba	\$ 2,300	
0	###	Clothing	Socks	\$ 2,300	

Bonus tip: resize all row/columns at once by selecting the whole sheet first

10. Format Painter

Double click Format Painter to use repeatedly

File	e	Hom	e Insert Dr	aw Page La	yout	Formula	s Da	ata
5 0 N		Pas		Sego B Is	e UI I <u>U</u>		11 ~ <u></u>	~ A^
B 5		```	\cdot : $\times \checkmark f$	x 2020				
_	A	В	С	D		E		F
2		Year	Category	Product	Sales		Bon	
4	-	2022	Components		S	20,000		,000
5	F	2020	Clothing	Socks	\$	3,700	\$	-
6		2022	Clothing	Bib-Shorts	\$	4,000	\$	-
7		2020	Clothing	Shorts	\$	13,300	\$14	,630
8		2022	Clothing	Tights	\$	36,000	\$39	,600
9		2020	Components	Handlebars	\$	2,300	\$	-
10		2021	Clothing	Socks	S	2.300	S	-

Press Escape when you're finished

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