10 Secret Double Click Shortcuts

10X YOUR PRODUCTIVITY
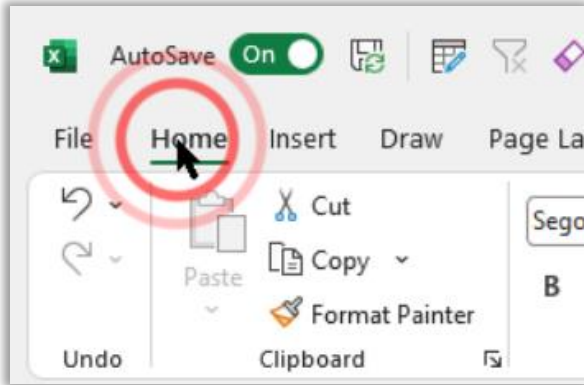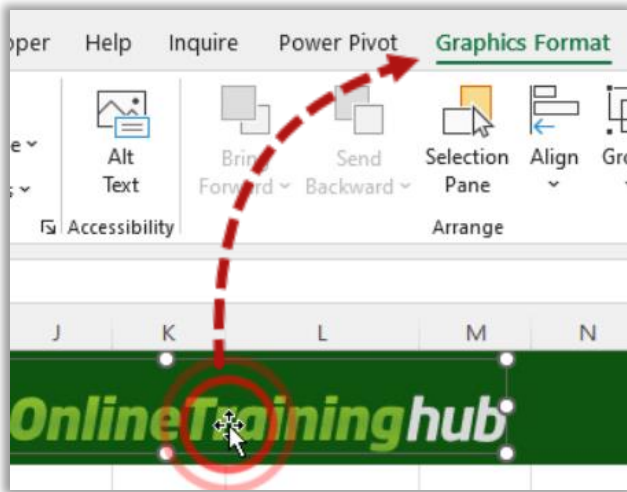
BY MYNDA TREACY

DOUBLE CLICK SHORTCUTS CHEAT SHEET

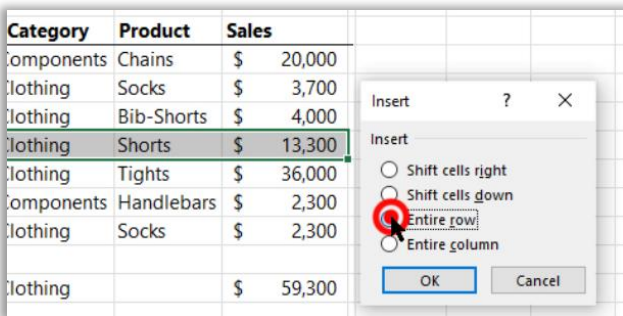## 1. Hide/unhide the Ribbon

2. Activate Tabs

Double click shapes/images to activate the Graphics Format tab

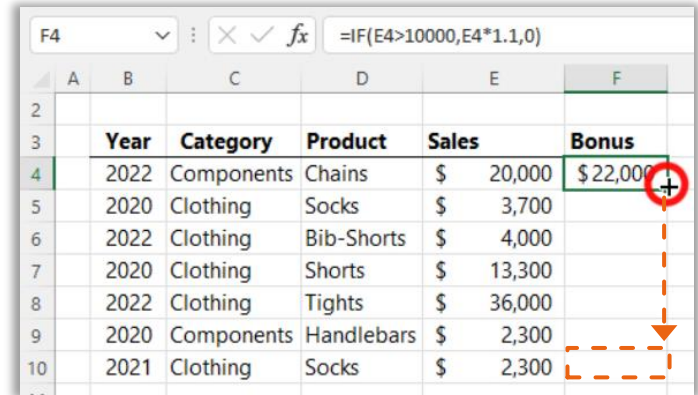## 3. Dialog Boxes

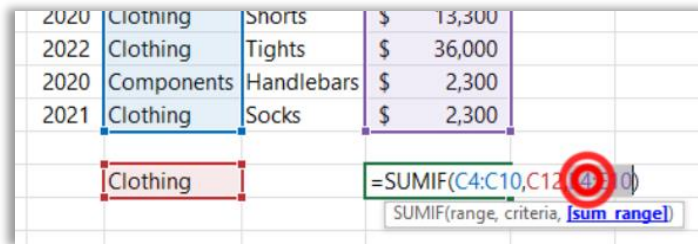Double click option buttons to select & close the dialog box

4. Copy Formulas Down

Double click bottom right of cell to copy down
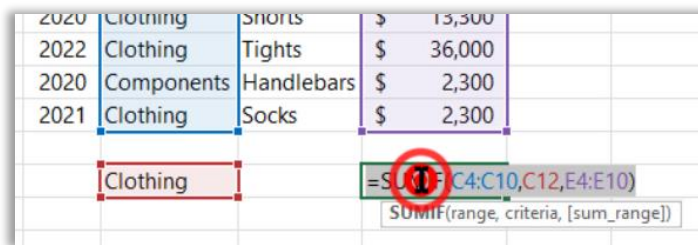

5. Selecting Formulas

Select formula arguments with double click

Select whole formula with **triple** click!

SWIPE

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6. Open PivotTable Dialog Boxes

Double click column headers

Field Settings

Source Name: Year

Custom Name: Year

Subtotals & Filters | Layout & Print

Subtotals
- ◉ Automatic
- ○ None
- ○ Custom

Select one or more functions:
- Sum
- Count
- Average
- Max
- Min
- Product

Filter
- ☐ Include new items in manual filter

Number Format | OK | Cancel

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

7. Drill down on PivotTables

Expand & collapse row labels

Double click values to drill down to transactions

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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
2020	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

Year	Category	Product	Sales	
2022	Components	Chains	$	20,000
2020	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

Shift

Tip: click any edge to navigate in that direction

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9. Autofit Rows/Columns
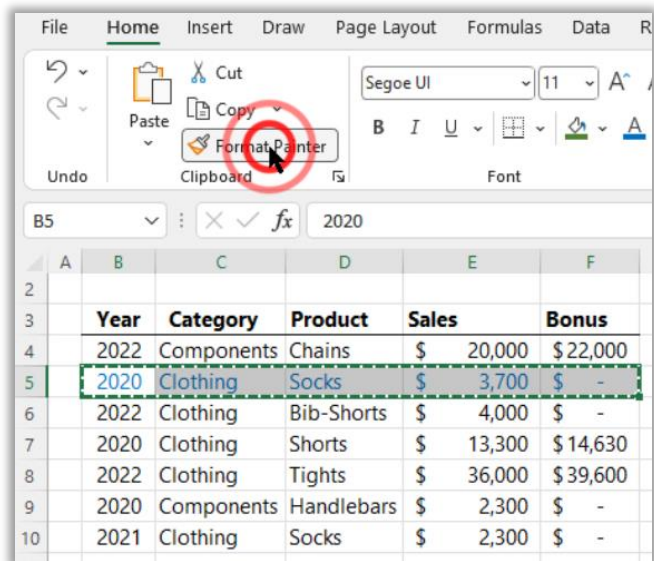
Double click between row/column labels to autofit

	A	B	C	D	E	F
1		Double Click Secrets				
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	
10		###	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

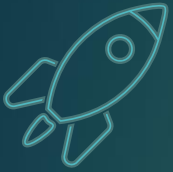|	A	B	C	D	E	F
2						
3		Year	Category	Product	Sales	Bonus
4		2022	Components	Chains	$ 20,000	$22,000
5		2020	Clothing	Socks	$ 3,700	$ -
6		2022	Clothing	Bib-Shorts	$ 4,000	$ -
7		2020	Clothing	Shorts	$ 13,300	$14,630
8		2022	Clothing	Tights	$ 36,000	$39,600
9		2020	Components	Handlebars	$ 2,300	$ -
10		2021	Clothing	Socks	$ 2,300	$ -

Press Escape when you're finished

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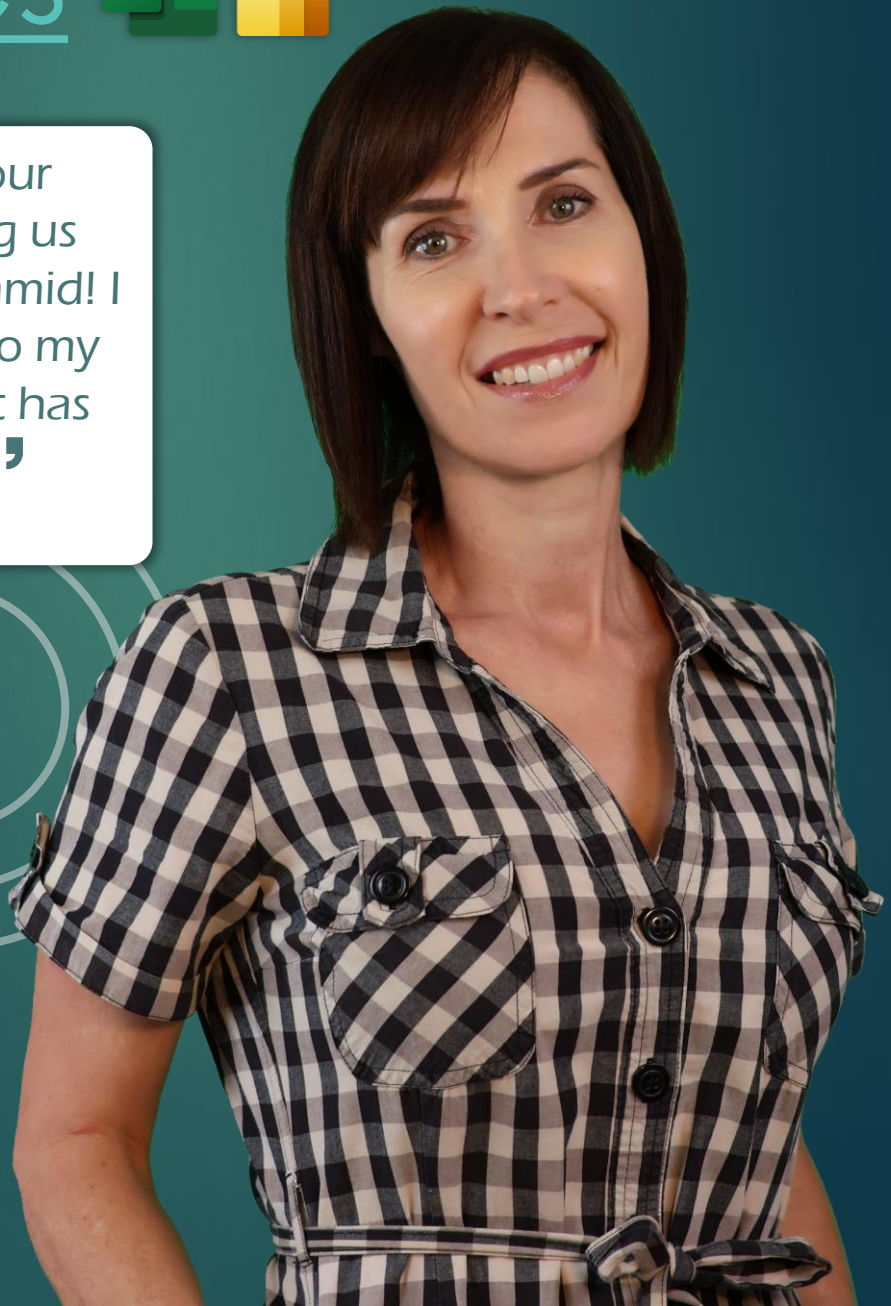Helping you **stand out** from the crowd

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Joan

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