Mindluster Platform

# About the course Shortcuts for excel tables for beginners

Shortcuts for excel tables course, in this course we will explore a variety of shortcuts for Excel tables that can significantly enhance your efficiency and productivity. We will start by learning the basics of creating and formatting tables using shortcuts like Ctrl + T to quickly convert data ranges into tables. Youâ€™ll discover how to navigate tables effortlessly with shortcuts such as Ctrl + Space and Shift + Space, which allow you to select entire columns and rows with ease. The course will cover advanced shortcuts for inserting and deleting rows and columns (Ctrl + Shift + + and Ctrl + -), applying and removing filters (Ctrl + Shift + L), and customizing table designs using the "Table Tools" tab (Alt + J + T). Through practical examples and hands-on exercises, you will master these shortcuts and learn how to apply them in various scenarios to streamline your workflow. By the end of this course, you will be proficient in using keyboard shortcuts to manage, navigate, and format Excel tables, enabling you to handle data more effectively and reduce the time spent on repetitive tasks. Whether youâ€™re a beginner or looking to refine your Excel skills, this course offers valuable insights and practical tips to elevate your proficiency. Join us to unlock the full potential of Excel tables and transform the way you work with data.

**Computer Softwares Category's Courses**

# Course Lesson(9)

Lesson 1 : **10 Essential Shortcuts for Excel Tables**

Lesson 2 : **Excel Tables Tutorial Beginners Guide for Windows Mac**

Lesson 3 : **Running Totals In Excel Tables The Efficient Way**

Lesson 4 : **The Subtotal Function For Excel Tables Total Row**

Lesson 5 : **How To Combine Excel Tables And Worksheets With Power Query**

Lesson 6 : **Best Practices for Naming Excel Tables**

Lesson 7 : **How To Disable Auto Fill In Table Formulas Keyboard Shortcut**

Lesson 8 : **Why Excel Table Number Formatting Doesn t Copy Down and How to Fix It**

Lesson 9 : **How to Fix an Excel Table that s Slow to Scroll or Respond**

# Related courses

**Excel Power Query**

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**Excel Course Basic to Advanced**

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business@mindluster.com