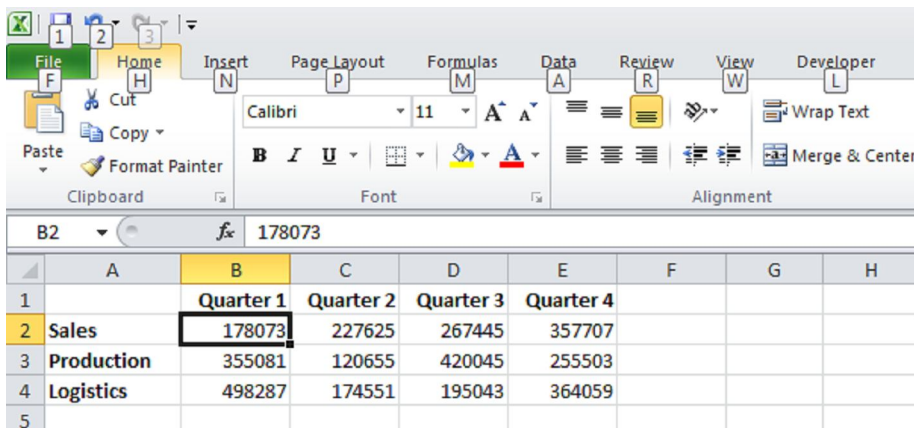


Key Tips Follow 9.7k

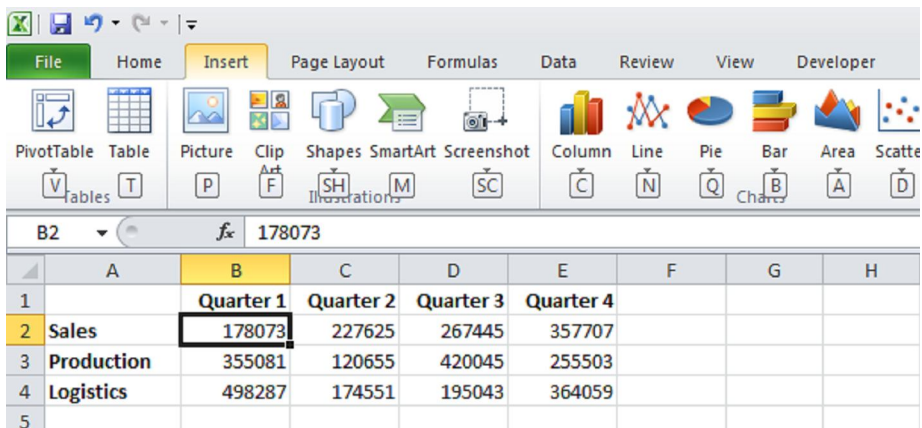
Key Tips (keyboard shortcuts for the Ribbon) allow you to quickly perform any task available on the Ribbon without using the mouse.

1. To show the key tips, press ALT.
2. For example, to select the Insert tab, press n.



	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

3. For example, to insert a column chart, press c.



	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

4. To insert a stacked 2-D Column chart, press →, and press Enter.

Chapter

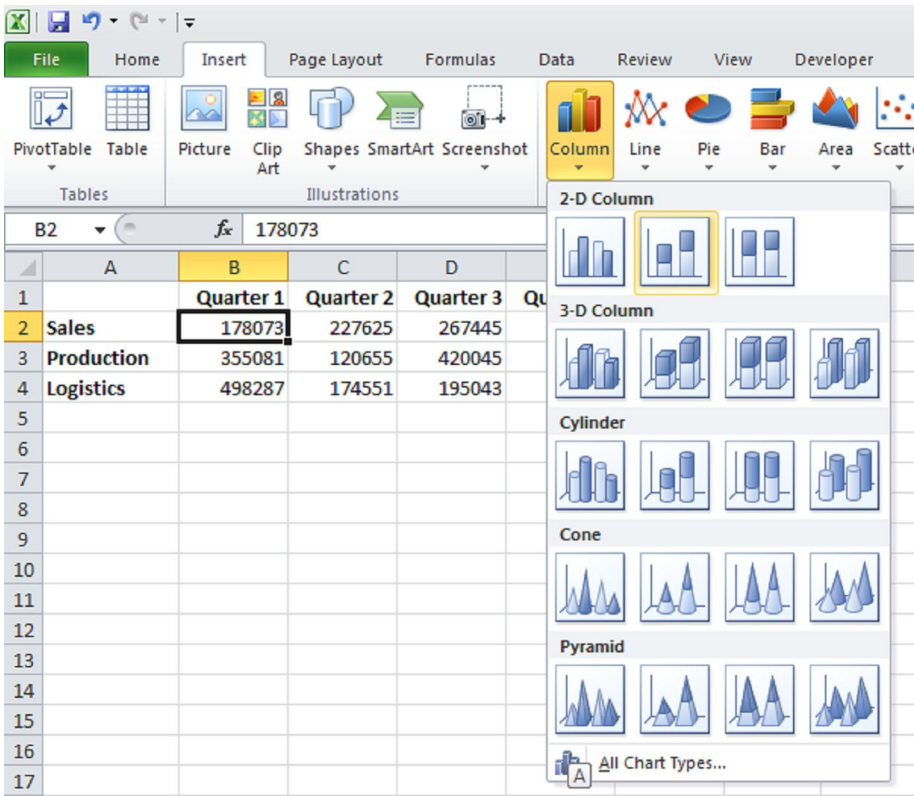
[Keyboard Shortcuts](#)

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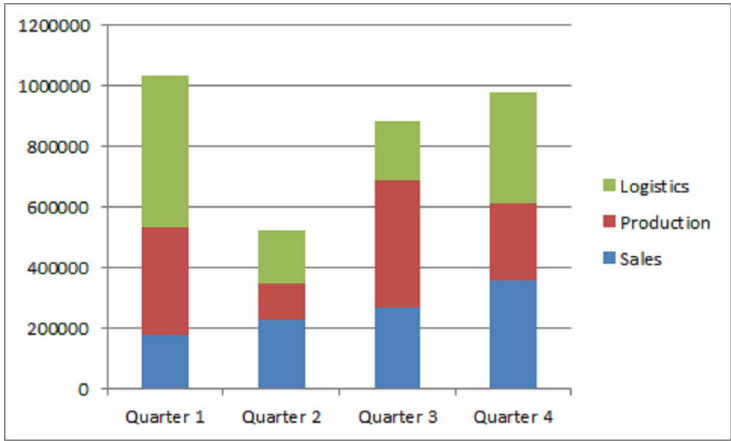
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