

Column 1	Column 2	Column 3	Column 4
Item 1	Item 1	Item 1	Item 1
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Item 4	Item 4	Item 4	Item 4
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Today, we are going to show you how to add borders around data, using only shortcut keys in Excel 365. Let's get started.

# Don't Forget To Check Out My Recommended Excel Help Guides



Excel Shortcuts Cheat Sheet, Keyboard Shortcut, Over 150 Excel Shortcut Keys, Non-Slip Desk mat pad, Large Excel Shortcut Mousepad (35.4x15.74 in).



Excel: The Complete Illustrative Guide for Beginners to Learning any Fundamental, Formula, Function and Chart in Less than 5 Minutes with Simple and Real-Life Examples



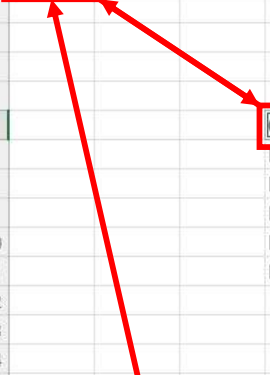
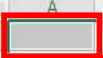
Excel Formulas QuickStudy Laminated Study Guide. Guide to developing and using functions and formulas in Excel. This clear and concise coverage of the ins and outs of formula creation and use touches on many forms of math from statistics & trig to financial math.



DeskGuide Pro Excel Cheat Sheet Desk Pad - Work Faster with Our Excel Shortcuts Mousepad - Smooth and Non-Slip Excel Shortcut Mat - 31.5" x 11.8" Excel Mouse Pad Shortcuts - 3mm Thick

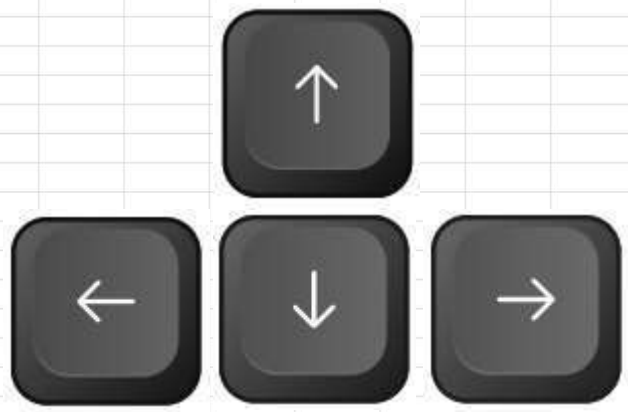
Beginning of data

Active Cell



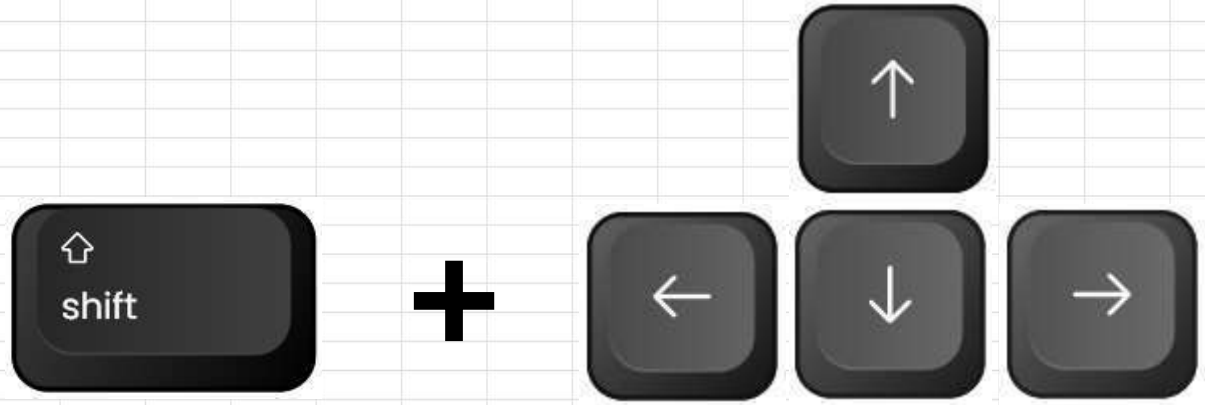
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To begin, start by using your arrow keys, and move the active cell to the beginning of your data.



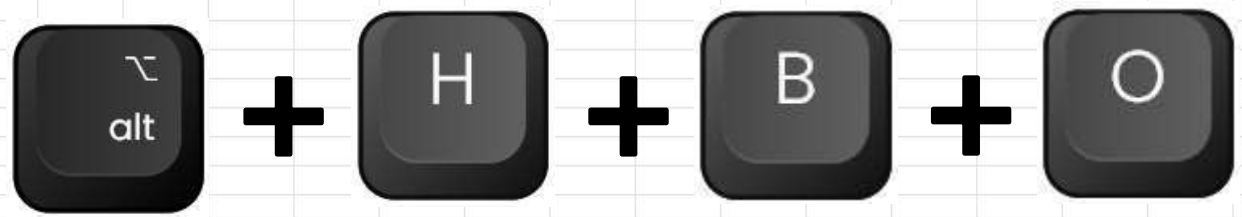
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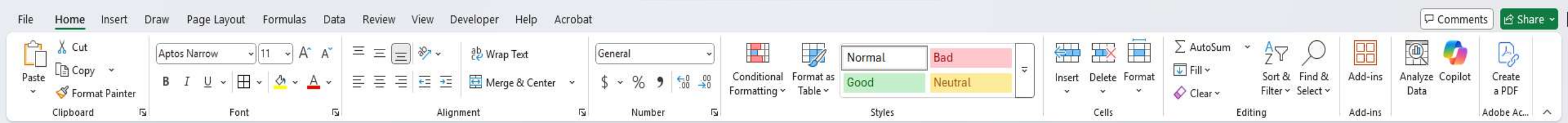
Next, press and hold the shift key, and use the arrow keys to highlight your data.



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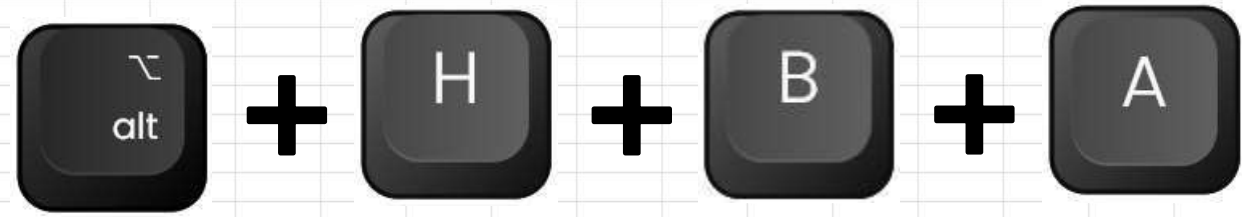
To add a bottom border, press and hold the Alt key, and press the H, B and O keys.





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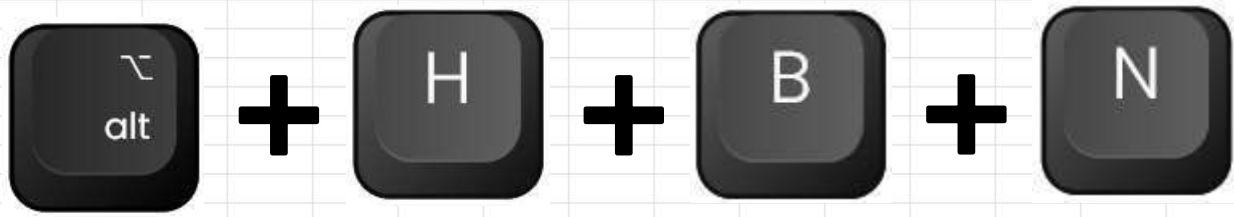
To add a border around all of your data, press and hold the Alt key, and press the H, B and A keys.



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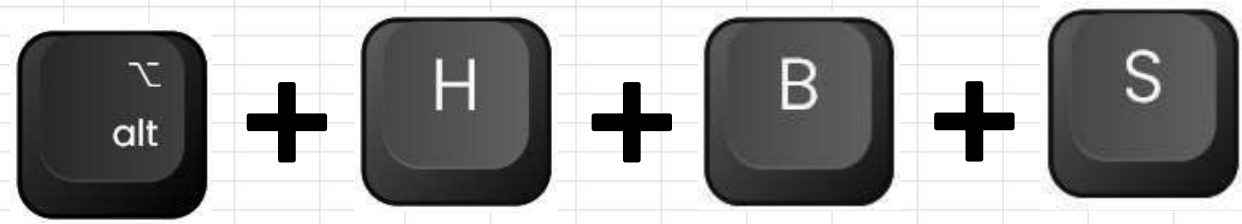
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To remove all borders, press and hold the Alt key, and press the H, B and N keys.

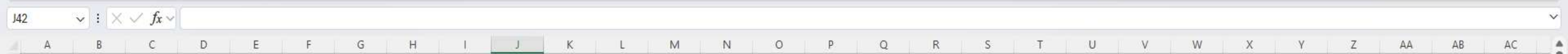
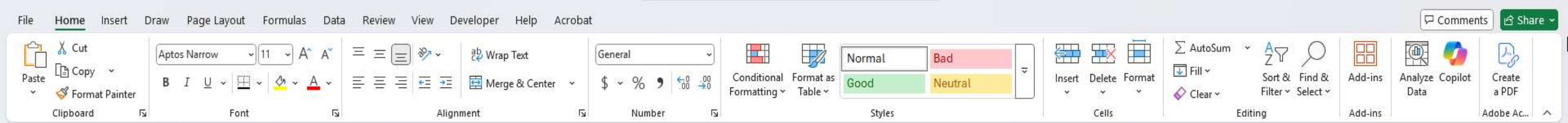


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To add outside borders, press and hold the Alt key, and press the H, B and S keys.

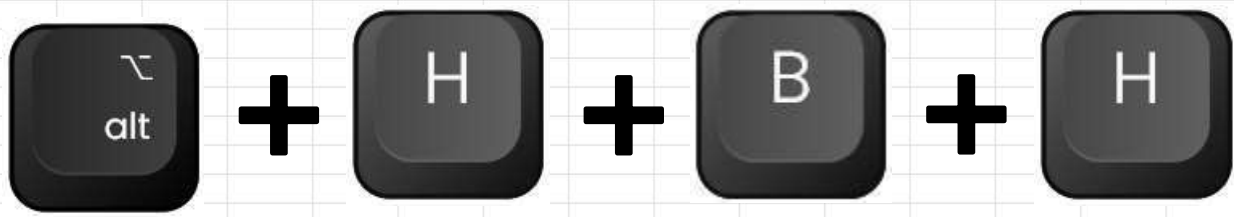


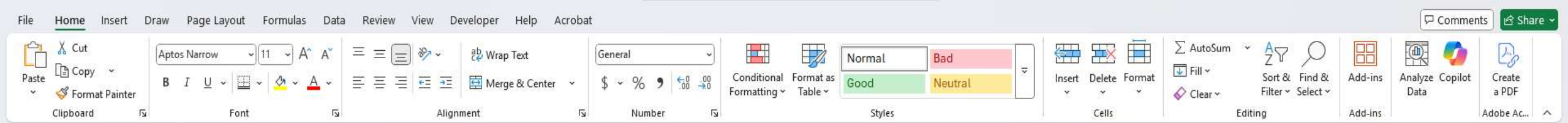




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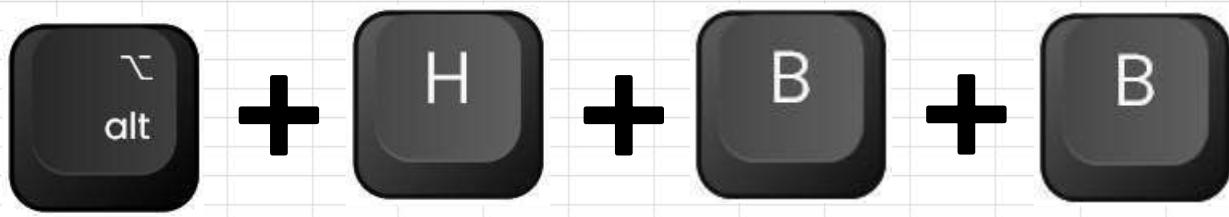
To add a thick bottom border, press and hold the Alt key, and press the H, B and H keys.





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To add a double bottom border, Press and hold the Alt key, and press the H, B and B keys.



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