Today, I will show you how to navigate Excel like a pro, without touching your mouse. I'll show you how pressing just one key, the **Alt key**, can unlock hidden shortcuts and help you work faster!

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

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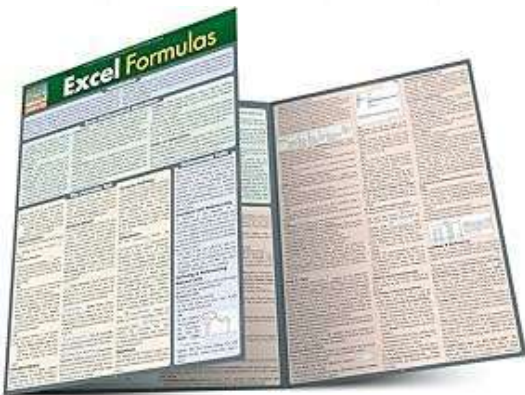
Excel Formulas QuickStudy Laminated Study Guide. Guide to developing and using functions and formulas in Excel. This clear and concise coverage of the ins and outs of formula creation and use touches on many forms of math from statistics & trig to financial math.

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
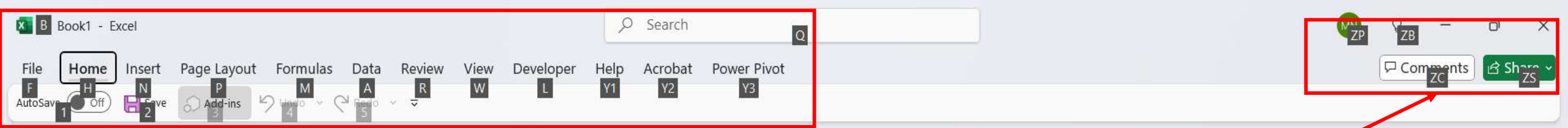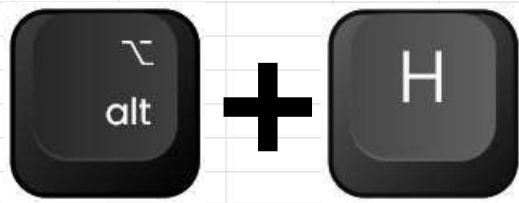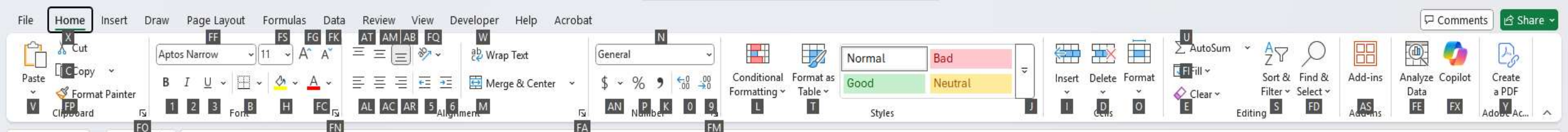
When you press the **Alt key**, Excel reveals **Key Tips.** These are small letter and number indicators that appear on the ribbon. These Key Tips show you what keys to press next to access different features, all without using your mouse.
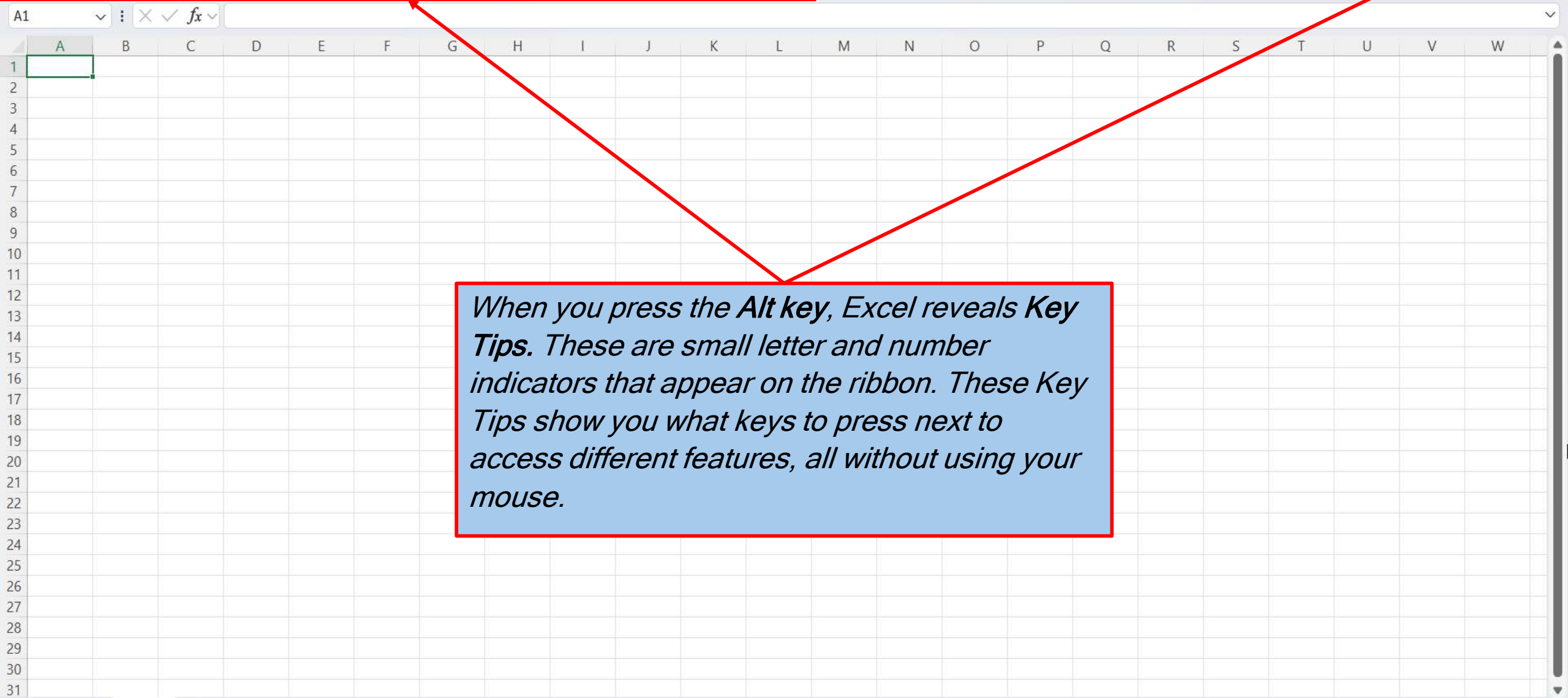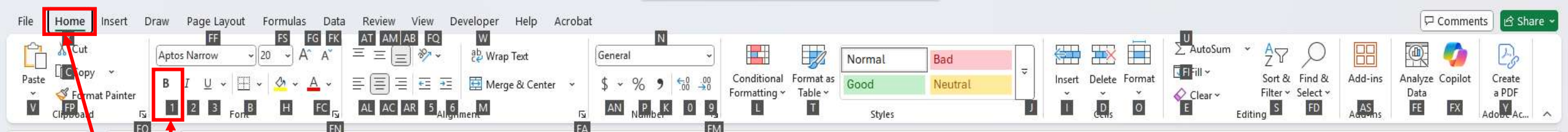
For example, if I press **Alt**, you'll see letters appear on top of each tab. If I want to open the 'Home' tab, I can just press **H** on my keyboard.

The following examples are designed to help you navigate Excel using the Alt key and Key Tips. While some tasks may have shorter shortcuts, this method shows you how to explore Excel's menus without a mouse.

Let's try a quick navigation. I'll press **Alt**, then **H** to open the Home tab. Now, you'll see more Key Tips for different commands in this tab. If I want to bold text, I can press the number **1**.
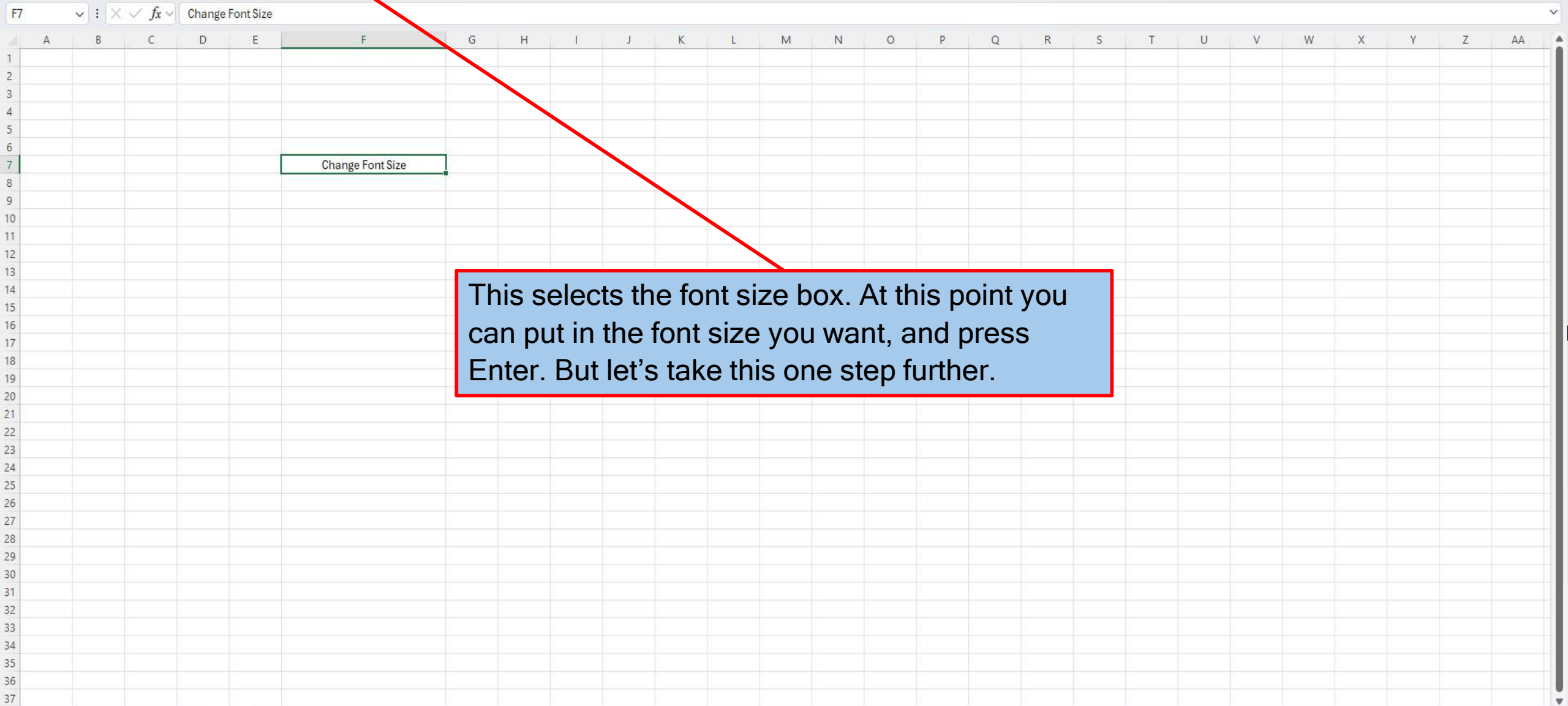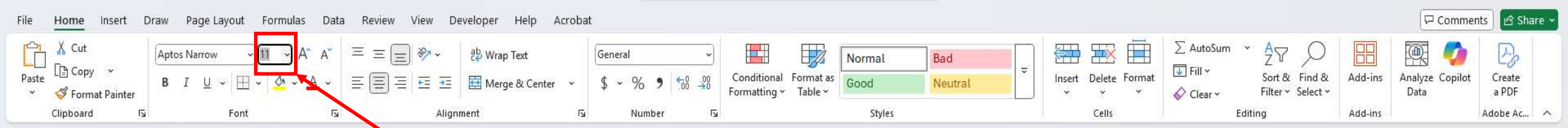
Just like that, I applied bold formatting without using my mouse!
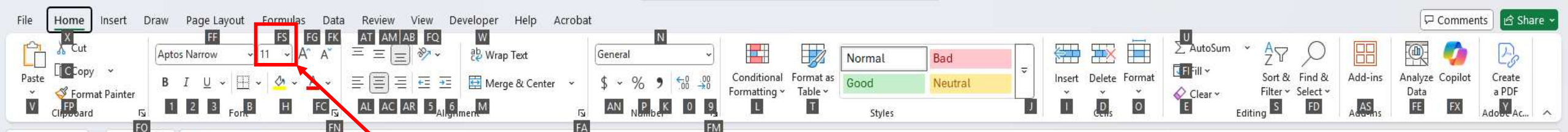
Now let's try something practical, changing the font size using the Alt key. First, I press **Alt**, + **H** + **F** + **S**.

Aptos Narrow | 11

Normal | Bad
Good | Neutral
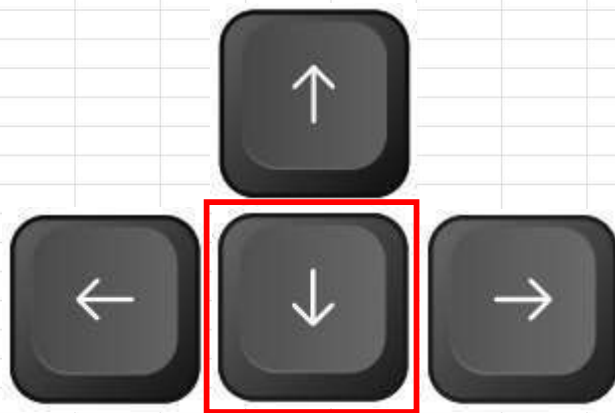
Change Font Size

Change Font Size

This selects the font size box. At this point you can put in the font size you want, and press Enter. But let's take this one step further.
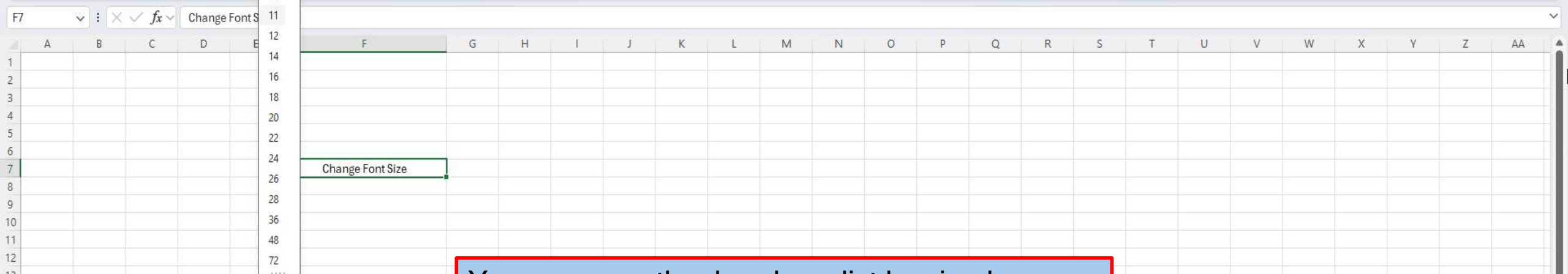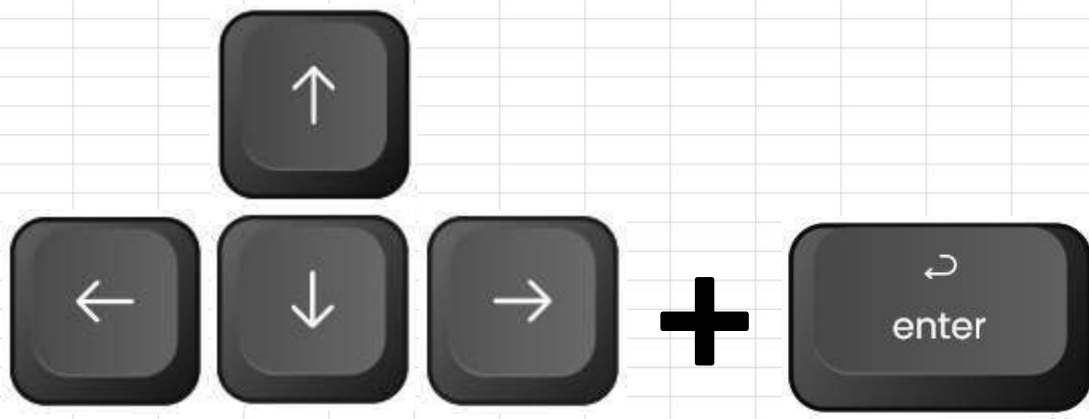
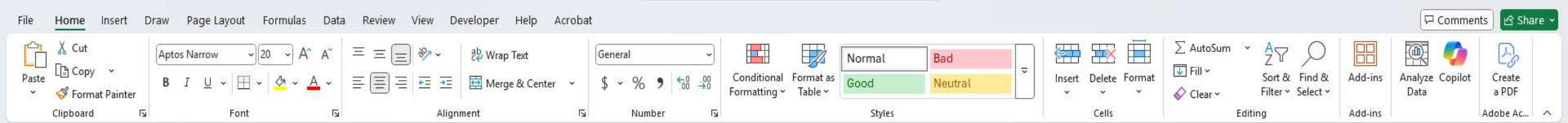You can open the dropdown list by simply pressing the **Down Arrow** key.

Now, I can use the **arrow keys** to navigate through different font sizes and press **Enter** to apply the Font Size I want.

Now that you've seen how powerful the **Alt key** can be, take some time to explore other shortcuts on your own! Press **Alt** and see what Key Tips appear–try navigating different tabs and commands without your mouse. The more you practice, the faster you'll become at using Excel efficiently! If you found this helpful, be sure to **like** this video and **subscribe** for more Excel tips. Thanks for watching!

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