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Excel - Function Keys

Have you ever played with them to discover what they do in Excel? You might be surprised what some of the upper numbered ones do that you didn't know about. These keys give you a quick way of doing things in Excel

F1 - Displays the Help task pane.

- CTRL+F1 closes and reopens the current task pane.
- ALT+F1 creates a chart of the data in the current range.
- ALT+SHIFT+F1 inserts a new worksheet.

F2 - Edits the active cell (the one your cursor is in) and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.

- SHIFT+F2 edits a cell comment.

F3 - Pastes a defined name into a formula.

- SHIFT+F3 displays the Insert Function dialog box.

F4 - If creating a formula (i.e. =a1+a2) an [absolute symbol](#) will be added to the formula. The first time you hit F4 it will make both the column and row reference into an absolute (\$A\$1), the second hit will make the row absolute (A\$1), third time will make the column absolute (\$A1).

- CTRL+F4 closes the selected workbook window.

F5 - Displays the Go To dialog box.

- CTRL+F5 restores the window size of the selected workbook window.

F6 - Switches to the next pane in a worksheet that has been split (Window menu, Split command).

- SHIFT+F6 switches to the previous pane in a worksheet that has been split.
- CTRL+F6 switches to the next workbook window when more than one workbook window is open.
- Note When the task pane is visible, F6 and SHIFT+F6 include that pane when switching between panes.

F7 - Displays the Spelling dialog box to check spelling in the active worksheet or selected range.

- CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ESC.

F8 - Turns extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys extend the selection.

- SHIFT+F8 enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys.
- CTRL+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.
- ALT+F8 displays the Macro dialog box to run, edit, or delete a macro.

F9 - Calculates all worksheets in all open workbooks.

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- F9 followed by ENTER (or followed by CTRL+SHIFT+ENTER for array formulas) calculates the selected a portion of a formula and replaces the selected portion with the calculated value.
- SHIFT+F9 calculates the active worksheet.
- CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
- CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
- CTRL+F9 minimizes a workbook window to an icon.

F10 - Selects the menu bar or closes an open menu and submenu at the same time.

- SHIFT+F10 displays the shortcut menu for a selected item.
- ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.
- CTRL+F10 maximizes or restores the selected workbook window.

F11 - Creates a chart of the data in the current range.

- SHIFT+F11 inserts a new worksheet.
- ALT+F11 opens the Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
- ALT+SHIFT+F11 opens the Microsoft Script Editor, where you can add text, edit HTML tags, and modify any script code.

F12 - Displays the Save As dialog box.

Try these functions keys out and see how they work. If you need help working with an MS office project contact me at info@aapk.com I have years of experience and can help you.

Marketing Tips for Using Hashtags

You continue to see them more and more – hashtags (#). Many companies are using them in their marketing campaigns such as Travelocity (Go & Smell the Roses) to implement the most successful social campaign in the company's history.

To follow-up on their 2013 campaign, "Go and Smell the Roses," Travelocity was looking to match the number of social impressions from 2013. While this doesn't sound like much of a stretch they wanted to accomplish it in only three months!

So, here are the six tips that used to accomplish this:

1. Find Out What Your Audience Is Already Talking About
2. Use Appropriate Channels and a Low Barrier to Entry
3. Be Genuine
4. Partner with Traditional Media
5. Be Strategic with Paid Promotion
6. Look for Creative Real-time Marketing Opportunities

To read the rest of the article from Social Media Examiner click here - <http://www.socialmediaexaminer.com/six-tips-killer-hashtag-campaign/>

Have you had success with using hashtags, if so, share them with us. If you need marketing ideas to make your business successful, contact me at info@aapk.com, I have lots of experience.

You Have To Laugh

A Horse Snores While Being Rescued from a Pool ...

<http://www.cnn.com/video/data/2.0/video/us/2014/10/27/erin-pkg-moos-horse-rescued-from-pool.cnn.html>

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