

Menu

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Insert

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Formulas



Highlight Duplicates



Manage Duplicates



Text to
Columns



Fill



Validation



Insert Drop-Down List



Consolidate

C2

fx

A

B

C

Calibri

11

A⁺ A⁻



Σ

H

1

A1



B



Merge

AutoSum

2

A1



Cut

Ctrl+X



Copy

Ctrl+C



Paste



3

B1



Paste Special...



Format Painter



6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21



Insert



Chart



Delete



Clear Contents



AutoFilter



Sort



Insert Comment

Shift+F2



Format Cells...

Ctrl+1

Pick from Drop-down List...



Hyperlink...

Ctrl+K

Sheet1