

# How we can help you.

## Process Improvement

- Automate repetitive manual processes
- Reduce risk of error in complex processes
- Analyse results to drive decisions

## Financial Modelling

- Accurately analyse the future
- P&L, Cash Flow and Balance Sheet models
- New models, rebuild existing, or model audit

## Reporting

- Visualise data & gain insights to make decisions
- Dashboards, KPIs and Power BI
- Combine data from multiple sources

## Training

- In-house, tailored courses
- Improve productivity & efficiency
- Financial modelling, Power BI, Excel & VBA

## Contact us

Call us on +61 8 6210 8500 or +61 412 581 486 for a confidential discussion. Alternatively, email us at [info@accessanalytic.com.au](mailto:info@accessanalytic.com.au)

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*Amazing Excel Solutions*

# Excel shortcuts

Key to hold	Key to press	Action
Ctrl	T	Convert Data to a Table
Ctrl	A / *	Select All / Current Region
Ctrl	SpaceBar	Select Column
Shift	SpaceBar	Select Row
Ctrl	↑ / ↓	Top / Bottom of list
Ctrl+Shift	↑ / ↓	Select to Top / Bottom
Ctrl	PgUp / PgDn	Previous / next sheet
Ctrl	[	Go to formula's source cell
	F5, Enter	Go back, after hyperlink or Ctrl+[
	F4	Repeat last action
	F11	Instant chart
Ctrl	F / H	Find / Replace
Ctrl	P / S	Print / Save
Ctrl	Z / Y	Undo / Redo
Ctrl	G	Go to cell or find special cells
Ctrl	;	Today's Date
Ctrl+Shift	! / # / \$	Format as Comma / Date / Dollar
Ctrl	End/Home	Bottom Right / Top left
Alt	=	AutoSum
	L	Lock your screen
	E / D	Explorer / Desktop
	↑ / ↓	Minimise / Maximise

	Process Improvement	Financial Modelling	Reporting	Training
Assist Growth	Flexibility	Forecasting & Capital Raising	Dashboards & Power BI	Tailored Courses
Control Cost	Efficiency	Budget Systems	Finance, HR & Operations	Productivity
Reduce Risk	Automation	Model Audit	Confidence	Best Practice

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