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Nitin Dubey

PROUDLY PRESENTED TO

FOR COMPLETING THE **ADVANCED MASTERCLASS** ON



**Basic to Advanced
Microsoft Excel**

Conducted By

Mr. Jatan Shah

Microsoft Certified Trainer
Co-Founder & CEO, Skill Nation

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**AI Dashboards using
Microsoft Power BI**

A handwritten signature in black ink, reading "Jatan Shah".

Conducted By

Mr. Jatan Shah

Microsoft Certified Trainer
Co-Founder & CEO, Skill Nation

Date of workshop:

18th & 19th

January, 2025

CERTIFICATE

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This is to certify that

Nitin Dubey

Has Successfully Completed The E-Learning Course Of
30-Days Power BI Micro Course
On **January 18, 2025**



Student Signature

Instructor - Satish Dhawale

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Satish Dhawale
Director of CoursePe



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www.jatanshah.com

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Satish Dhawale
Director of CoursePe

Frequently use keyboard shortcuts



Power BI



General Shortcuts:

Ctrl + N:
Create a new report.

Ctrl + O: Open an existing report.

Ctrl + S: Save the report.

Ctrl + Z: Undo the last action.

Ctrl + Y: Redo the last action.

Ctrl + C: Copy the selected item.

Ctrl + X: Cut the selected item.

Ctrl + V: Paste the item.

Ctrl + A: Select all items on the page.

Ctrl + P: Print the report.

F5: Refresh the report.

Ctrl + F: Find.



Report View Shortcuts:

1

Ctrl + 1:
Switch to
Report view.

2

Ctrl + 2:
Switch to Data
view.

3

Ctrl + 3:
Switch to
Model view.

4

**Ctrl + Shift +
L:** Toggle the
Filters pane.

5

**Ctrl + Shift +
F:** Focus mode
for visual.



Navigation Shortcuts:

Move

Alt + Shift + L: Move focus to the visualizations pane.

Move

Alt + Shift + V: Move focus to the fields pane.

Move

Alt + Shift + D: Move focus to the data pane.

Move

Ctrl + Arrow Keys: Move between visuals.



Data Shortcuts:



Ctrl + T: Create a new table.



Ctrl + R: Refresh data in the report.



Ctrl + Alt + Q: Quick Insights on selected data.



Visualization Shortcuts:

Open

Alt + Enter: Open the context menu for a visual.

Group

Ctrl + G: Group selected visuals.

Ungroup

Ctrl + Shift + G: Ungroup selected visuals.

Resize

Ctrl + Shift + Arrow Keys: Resize visuals.



Formatting Shortcuts:

Bold	Ctrl + B: Bold text.
Italicize	Ctrl + I: Italicize text.
Underline	Ctrl + U: Underline text.
Center	Ctrl + E: Center text.



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