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To activate the Excel 2010 hot keys, you press the Alt key before typing the mnemonic letters for a particular task. The mnemonic letter is F (for File) for the commands on the File menu in the new Backstage View.

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And, making the transition from Excel 2003 to Excel 2010 is a heck of a jump. The whole visual interface is pretty different and rather overwhelming. At first, the Excel 2003 user will feel lost within the Excel 2010 visual framework. The book is excellent in assisting one becoming familiar and ultimately adequately proficient in Excel 2010.

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Perform Excel 2010 File Menu Commands with Handy Hot Keys You activate all of the Excel 2010 hot keys by pressing down the Alt key before you type the various sequences of mnemonic letters. The mnemonic letter for all of the commands on the Excel 2010 File menu in the new Backstage View is F (for File).

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