

COGNIZANCE

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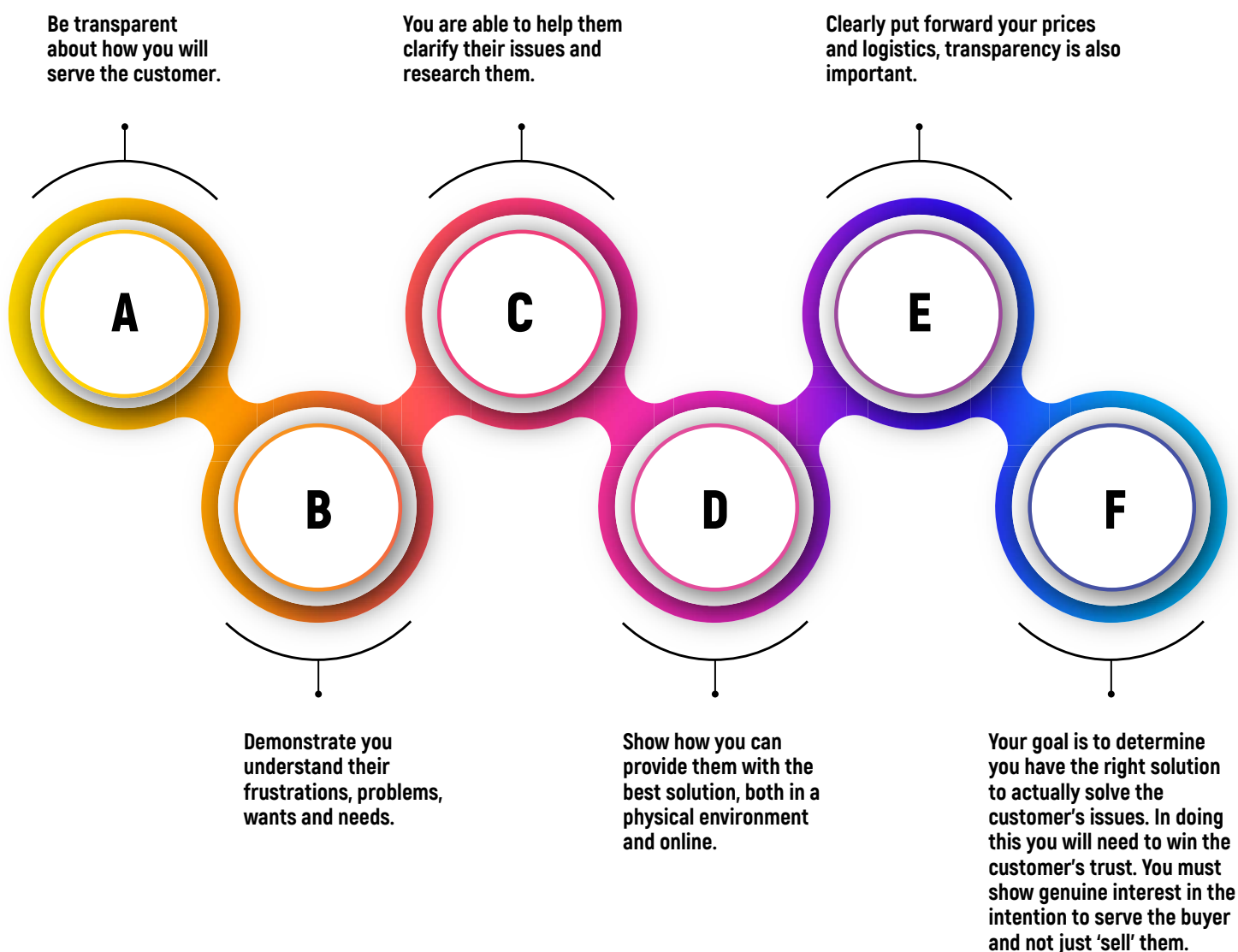
OUR SOCIAL MEDIA
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MD'S WORD

Back in 2015, we set out a vision to be the **"Customer's First Choice"**... the question we should ask ourselves today - What It Takes to Be the Customer's First Choice?

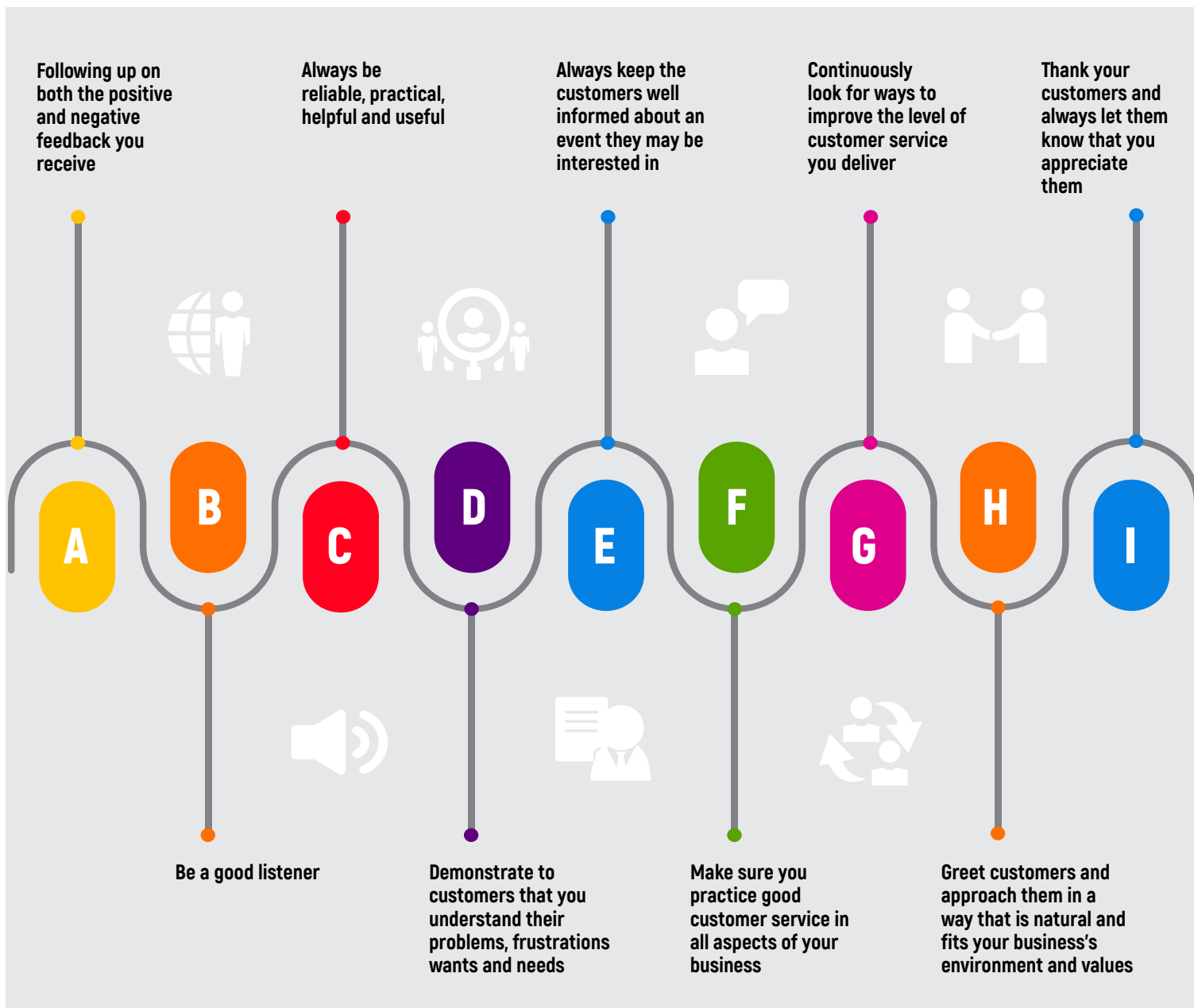
Trust is essential in business and we should always aim to deliver on our promise to our customers. Regardless of whether it is a simple product from our basket or a complex solution, we should always strive to be the trusted partner as a solution provider. We need to understand that a customer buy a products and services for one reason: to solve a problem. They need to be certain. No one makes a buying decision when they are uncertain. When a customer is uncertain they stall the process. The goal here is to determine that we have the right solution to actually solve the customer's problem. To do this, we need to get the customer trust us enough to talk to us about what they want to accomplish. We must show genuine interest with intention to serve the customer and not just sell them. Many of our Sales Executives often get lost in «selling» our product or service. This is a mistake and a waste of everyone's time.

Building trust is key to discovering and understanding the customers motives. It requires knowing every step of the sales process and sharing it with the customer. Start by introducing yourself with confidence, then explain your exact intentions, process and amount of time it will take. Lay out your plan clearly so customers see your priority is to take care of them. Here's an example:



Gaining the in-depth knowledge about the customers is not something that happens overnight. It comes about through insight from all customer touch points and channels available to us. It's about knowing the customers inside and out. This is so you can create and deliver personalized experiences that will boost loyalty and advocacy towards your business while differentiating you from the fierce competition being generated in the marketplace.

WAYS YOU CAN PROVIDE YOUR CUSTOMERS WITH BETTER EXPERIENCES:



The more you engage with customers the clearer things become. And the easier it is to determine what you should be doing to improve both your customer service and your customer's experiences. Being on par in terms of price and quality only gets you into the game with your competitors. Now this is what it takes to be the "Customers First Choice"

Saqib Altaf.

NEWS UPDATE SAUDI BUILD 2022



SAUDI BUILD 2022

The 32nd International Trade Exhibition for
Construction Materials and Building Technologies

IKK Group of Companies has recently participated in the 32nd edition of Saudi Build exhibition. The event was held to bring the building industry professionals, solutions providers, suppliers and decision makers together. It was a great opportunity to demonstrate our latest products/services, strengthen relationships with our existing clients, and connect with prospects.

The primary goal of our participation is to present the four largest companies: **Namat**, **KCG**, **Unitech** and **Mateenbar** under IKK's umbrella. We're proud to share with you that the event was a massive success! We've generated leads, connected with our clients, showcased our product & services and most importantly the relationship between IKK companies is stronger.



PRODUCT HIGHLIGHT BISON ADHESIVES



BISON KIT® SUPER STRONG, LIQUID, UNIVERSAL CONTACT ADHESIVE



► **PRODUCT DESCRIPTION**

Super-strong universal contact adhesive based on neoprene rubber. For innumerable repair and DIY jobs that require immediate bonding. Extremely suitable for materials under strain. Moisture and frost proof. Resistant to temperatures between °40-C and °70+C.

► **FIELD OF APPLICATION**

Ideally suited for surface bonding or laminating of many materials that require immediate bonding, loading or processing. Bonds wood, board, veneer, plastic and metal panel boards (HPL, Formica®, for example), (foam) rubber, leather, cork, canvas, linoleum and polyether foam (sound insulation), among other things, to itself as well as to many other surfaces. Also for repairing shoes, bags, toys and carpets, or for doing (hobby) handicraft work. Not suitable for polystyrene foam (Tempex®), PE, PP and vinyl.

► **PROPERTIES**

- Bonds immediately
- Super-strong
- Suitable for materials under stress
- Universal
- Liquid
- Moisture and frost resistant
- Simple to use
- Resistant to temperatures between °40-C and °70+C

► **PREPARATION**

Working conditions: Use adhesive and parts to be bonded at room temperature only. The relative humidity must be below %65. This is to avoid formation of bubbles in the final product. Once attached, adjustment is no longer possible. Always test on an (inconspicuous) part of the surface first.

Surface requirements: Surfaces must be dry, clean, dust- and grease-free and a good fit. Clean and degrease the surfaces to be bonded for optimal results.

Preliminary surface treatment: For optimal result, degrease first.

Tools: Use a solid brush or fine-toothed (1 mm) glue spreader to cover large surfaces. Use a roller or rubber mallet to join the materials firmly.

► **APPLICATION**

Coverage: 2.5-2 m²/litre, applied on both sides, depending on the nature of the materials to be bonded.

Directions for use:

Stir well before use. Should preferably not be diluted. Parts must be clean, dry and free of grease. Coat both substrates completely. Allow to dry for a minimum of 40-10 minutes. In case of porous materials, apply a second coat and let dry.

Then join parts and roll or tap firmly (with a rubber mallet).

Stains/residue: Remove wet adhesive residue immediately with Degreaser/Thinner for Bison Kit®. Dried excess adhesive can only be removed mechanically or with a paint stripper (pre-test).

Points of attention: For optimum results, both the adhesive and the parts to be bonded must be at room temperature (definitely do not use below °10+C).

The final bonding strength depends on the pressure applied. Therefore, press as firmly as possible across the entire surface. Should the adhesive joint between porous materials be exposed to long-lasting contact with water, the adhesive may detach from the wet surface.

► **TECHNICAL PROPERTIES**

Moisture resistance: Good
Water resistance: Limited
UV resistance: Very good

► **TECHNICAL SPECIFICATIONS**

Viscosity: approx. Liquid
Solid matter: approx. 24 %
Density: approx. 0.86 g/cm³
Flash point: K°21> 1C)

► **STORAGE CONDITIONS**

At least 24 months after date of manufacture. Limited shelf life after opening. Store properly closed in a cool and frost-free place. Shelf life is a minimum 24 months.

PRODUCT HIGHLIGHT

BISON ADHESIVES



MONTAGEKIT TRANSPARENT

TRANSPARENT, STRONG, SOLVENT-FREE ASSEMBLY ADHESIVE



► PRODUCT DESCRIPTION

Transparent, strong, solvent-free assembly adhesive based on acrylic dispersion. For invisibly and secure fixing of, e.g., wood, synthetics, metal, stone, plaster, tiles and polystyrene foam (tempex) on porous surfaces such as concrete, stone, plasterwork, wood and chipboard. Permanently elastic and filling. No need for nails and screws.

► FIELD OF APPLICATION

Ideal for assembling all kinds of (building) materials, such as wood, stone, concrete, metal, many synthetics, gypsum and polystyrene foam onto (porous) surfaces such as concrete, stone, plasterwork, wood and chipboard. Very suitable for attaching, e.g., timber framework, skirting boards, doorsteps, window sills, construction boards, paneling, laths, wood strips, ducts, name plates, house numbers, wall covering sheets, panels, thresholds, ceramic tiles, sockets and electrical boxes. Also very suitable for decoration materials, such as ornaments and

decorative edgings in plaster/polystyrene/polyurethane, name plates, suspension hooks. Also extremely suitable for surface bonding. Not suitable for fixing a non-porous material to a non-porous substrate. Not suitable for polyethylene (PE), polypropylene (PP), PTFE, bitumen, mirrors, natural stone and in permanently humid places.

► PROPERTIES

- 100 % transparent (after curing)
- High final bonding strength
- Easy to apply
- Filling
- Particularly for interiors
- Solvent-free
- Permanently elastic
- Universally applicable
- Suitable for uneven surfaces
- Correctable
- Moisture resistant
- Temperature resistant
- With closable spout

► PREPARATION

Working Conditions: Use only at temperatures above 5+ °C.

Surface Requirements: Both parts must be dry, clean and free of dust and grease. One of the two parts must be porous (absorbent).

Tools: Use putty knife or spatula to apply. If necessary, use a rubber mallet to tap lightly. For surface bonding use a glue spreader (2 mm).

► APPLICATION

Coverage: Wall covering sheets and panels: about 8-5 m²/ kg depending on the weight of the material. Lathing, skirting boards and timber framework: about 6-4 m²/kg glued surface.

Directions for use:

Before using open cartridge at the top by cutting off the plastic nipple above the thread with a sharp knife. Fix the nozzle onto the cartridge and cut at an angle to the desired diameter. Cut off screw thread, assemble

nozzle and cut to a diameter of at least 0.5 cm. Depending on the weight of the material, apply the adhesive evenly in strips or dots at intervals of between 20 and 30 cm. Always apply adhesive to the corners and along the edges. Assemble materials with a pushing movement and press or knock firmly together. Correction is still possible. For heavy materials fasten or support where necessary.

Stains/residue: Remove adhesive residues immediately with water. Dry adhesive residue can only be removed mechanically.

Points of attention: The sealant is white when it comes out of the packaging! The sealant dries transparent. Depending on the materials and ambient circumstances (e.g. temperature), this may take some time.

► STORAGE CONDITIONS

At least 24 months after date of manufacture. Limited shelf life after opening. Close container properly and store in a dry, cool and frostfree place.

► TECHNICAL SPECIFICATIONS

Chemical base:	Acrylic dispersion
Chemicals resistance:	Good
Colour:	White (Transparent when dry)
Density approx.:	1.06 g/cm ³
Elasticity:	Very good
Filling capacity:	Good
Final bond strength after:	24 hours
Minimum temperature resistance:	20- °C
Maximum temperature resistance:	80 °C
Moisture resistance:	Good
Paintability:	Very good
Solid matter approx.:	60 %
UV resistance:	Very good
Viscosity:	Pasty
Water resistance:	Limited

PRODUCT HIGHLIGHT BISON ADHESIVES



MONTAGEKIT PROFESSIONAL

EXTRA STRONG, UNIVERSAL, FILLING ASSEMBLY
ADHESIVE BASED ON NEOPRENE RUBBER



► PRODUCT DESCRIPTION

Extra strong, universal, filling assembly adhesive based on neoprene rubber. For easy and solid fixing of, e.g., wood, synthetics, metal, stone, plaster and tiles onto various kinds of substrates such as concrete, stone, plasterwork, wood, chipboard, metal and synthetics. Applicable both internally and externally and suitable for fixing of materials under tension. Permanently elastic. No need for nails and screws.

► FIELD OF APPLICATION

Suitable for assembling all kinds of (building) materials, such as wood, stone, concrete, metal and many synthetics on nearly all substrates of stone, concrete, wood, metal, synthetics, plasterwork, gypsum board, etc. Also very suitable for bonding two non-porous materials and fixing material under strain. Very suitable for mounting timber framework, skirting boards, doorsteps, laths (wood / plastic), panelling, window sills, ceramic tiles, construction boards, drywalls,

wood strips, wall covering sheets, panels, insulation, soft and hardboard, panels, sills, nameplates, house numbers, suspension hooks, ducts, electrical outlets and electrical boxes. Not suitable for PE, PP, PTFE, bitumen, polystyrene foam, mirrors, natural stone and in permanently humid places. When gluing plastics always perform an adhesion test first. Adhesion to plastics can vary depending on the type of synthetic and the quality of the plastic.

► PROPERTIES

- Very high final bond strength
- Can be used internally and externally
- Filling
- Suitable for materials under stress
- Suitable for joining non-porous materials together
- Permanently elastic
- Universally applicable
- Suitable for uneven surfaces
- Shortly correctable
- Water resistant
- Temperature resistant

► PREPARATION

Working Conditions: Only apply at temperatures between 5+ °C and 40+ °C.

Surface Requirements: Both parts must be dry, clean and free of dust and grease.

Tools: Use putty knife or spatula to apply. If necessary, use a rubber mallet to tap lightly.

► APPLICATION

Coverage: Wall covering sheets and panels: about 8-5 m²/ kg depending on the weight of the material. Lathing, skirting boards and timber framework: about 6-4 m²/kg glued surface.

Directions for use: Depending on the weight of the material, apply the adhesive evenly in vertical strips or dots at intervals of between 20 and 40 cm. Always apply adhesive to the corners and along the edges. Assemble materials with a pushing movement and press or knock firmly together. Correction is still possible. With heavy materials, materials under stress, or two non-porous materials,

apply the power bonding method. Mount material, press and immediately loosen. Let dry for 5 minutes, assemble in the same place and press firmly or hammer. Adjustment is not possible. For heavy materials, fastenings or supports may be required.

Stains/residue: Use white spirit for cleaning tools and removing wet adhesive residue. Dry adhesive residue can only be removed mechanically.

► STORAGE CONDITIONS

At least 24 months after date of manufacture. Limited shelf life after opening.

Close container properly and store in a dry, cool and frostfree place.

► TECHNICAL SPECIFICATIONS

Chemical base:	Neoprene rubber
Chemicals resistance:	Good
Colour:	Beige
Density approx.:	1.25 g/cm ³
Filling capacity:	Good
Final bond strength after:	48 hours. This might vary, based on circumstances, like materials, temperature and humidity.
Handling time:	Bonds immediately with Power Bonding Method
Paintability:	Very good
Shear strength:	600 N/cm ²
Solid matter approx.:	65 %
UV resistance:	Very good
Water resistance:	Good

PRODUCT HIGHLIGHT

BISON ADHESIVES



POLY MAX® HIGH TACK EXPRESS

UNIVERSAL CONSTRUCTION ADHESIVE AND SEALANT WITH HIGH INITIAL GRIP AND FAST FINAL STRENGTH BUILD-UP



► PRODUCT DESCRIPTION

Universal assembly adhesive and sealant based on unique SMP technology, with high initial bond strength and fast final strength build-up. For bonding, fixing and sealing almost all [construction] materials on almost all surfaces (both smooth, porous and non-porous surfaces). Very high initial grip. Super fast. Permanently elastic.

► FIELD OF APPLICATION

Bonding: e.g. glass, stone, natural stone, concrete, plasterwork, many synthetic materials, wood, chipboard, Trespa®, iron, aluminium, zinc, steel, stainless steel and other metals, ceramic tiles, cork and mirrors. Fixing: e.g. skirting boards, lathing, window sills, doorsteps, roof edges, construction boards, insulation materials, gypsum boards, polystyrene ornaments and decorative frames. Sealing: e.g. skirting boards (synthetics), window frames, stair steps, window sills, doorsteps and drywalls. Also suitable for

sealing cracks in walls and ceilings. Not suitable for PE, PP, PTFE and bitumen. When gluing plastics always perform an adhesion test first. Adhesion to plastics can vary depending on the type of synthetic and the quality of the plastic.

► PROPERTIES

- Very high initial bond strength
- Super-fast building of final bonding strength
- Very high final bond strength
- Permanently elastic
- Can be used internally and externally
- Paintable (test first)
- Good filling capacity
- Resistant to temperatures between 40- °C and 100+ °C
- UV, water and all-weatherresistant
- 100 % adhesive (non-shrinking)
- Also bonds to slightly damp surfaces
- Solvent-free
- Excellent bonding without primer
- Acid-free, odourless

► PREPARATION

Working Conditions: Only apply at temperatures between 5+ °C and 40+ °C.

Surface Requirements: Both parts must be solid, clean, free of dust and grease. Use of primer not required. The surface may be slightly moist.

Tools: If necessary, use a rubber mallet to tap lightly.

► APPLICATION

Coverage: With spot bonding: 8-5 m²/kg.

Stripes: one cartridge issues approx. 15-8 metres of adhesive (depending on the diameter of the cut nozzle).

Directions for use:

Bonding and fixing: Apply in stripes or dots (every 10 40 - cm). Always apply to the corners and along the edges of construction boards. Correctly position material within 10 minutes and press firmly or lightly tap with a rubber mallet. If necessary, clamp or fixate heavy materials for 4 hours. Can be handled after 30 minutes (the connection is now strong enough to withstand transportation or a light load); maximum final strength after approx. 4 hours, depending on the surface and the ambient conditions. Sealing: Evenly apply to the bottom of the joint and tool within 10 minutes using a moistened (with soapy water without lemon) putty knife, sealant smoother, or finger. Tool the vertical joints from bottom to top. Fully cured after a few days (depending on the thickness of the layer). When painting over with alkyd paint, the paint may dry more slowly.

Stains/residue: Use white spirit for cleaning tools and removing wet adhesive residue. Dry adhesive residue can only be removed mechanically.

Points of attention: The following drying times are based on bonding at least one porous material and an adhesive layer of approx. 1mm thickness. If two non-porous materials are being bonded and/or the layer of adhesive is thicker, the drying times may be substantially longer.

► STORAGE CONDITIONS

Close container properly and store in a dry, cool and frostfree place.

► TECHNICAL SPECIFICATIONS

100% modulus:	1.6 MPa
Chemical base:	SMP Polymer
Chemicals resistance:	Good
Colour:	White
Cure rate:	1.5 mm/24h
Density approx.:	1,58 g/cm ³
Elasticity:	Good
Elongation of rupture:	125 %
Filling capacity:	Very good
Final bond strength:	250 N/cm ²
Final bond strength after:	4 hours. This might vary, based on circumstances, like materials, temperature and humidity.

Hardness (Shore A):	60
Initial Bonding after:	30 minutes. This might vary, based on circumstances, like materials, temperature and humidity.
Initial bond strength:	100 N/cm ²
Initial tack:	Extremely high
Initial tack after:	10 seconds
Minimum temperature resistance:	-40 °C
Maximum temperature resistance:	100 °C
Mildew resistance:	Good
Moisture resistance:	Very good
Paintability:	Good
Shear strength:	250 N/cm ²
Shrinkage approx.:	0 %
Skinover time:	10 minutes
Solid matter approx.:	100 %
Tensile strength (N/cm ²) approx.:	180 N/cm ²
UV resistance:	Good
Viscosity:	Pasty
Water resistance:	Good

PRODUCT HIGHLIGHT BISON ADHESIVES



POLY MAX® CRYSTAL EXPRESS

UNIVERSAL, CRYSTAL CLEAR ASSEMBLY ADHESIVE AND SEALANT WITH FAST FINAL STRENGTH BUILD-UP



► PRODUCT DESCRIPTION

Universal, crystal clear assembly adhesive and sealant based on unique SMP technology, with fast final strength building. For bonding, fixing and sealing almost all (construction) materials on almost all surfaces (both smooth, porous and non-porous surfaces). Extra strong. Crystal clear. Super fast.

► FIELD OF APPLICATION

Bonding: e.g. glass, stone, natural stone, concrete, plasterwork, many synthetic materials, wood, chipboard, Trespa®, iron, aluminium, zinc, steel, stainless steel and other metals, ceramic tiles, cork and mirrors. Fixing: e.g. skirting boards, lathing, window sills, doorsteps, roof edges, construction boards, insulation materials, gypsum boards, polystyrene ornaments and decorative frames. Sealing: e.g. skirting boards (synthetics), window frames, stair steps, window sills, doorsteps and drywalls. Also suitable for sealing cracks in walls and ceilings.

Not suitable for PE, PP, PTFE and bitumen. When gluing plastics always perform an adhesion test first. Adhesion to plastics can vary depending on the type of synthetic and the quality of the plastic.

► PROPERTIES

- Crystal clear
- Very high final bond strength
- Super-fast building of final bonding strength
- Permanently elastic
- Can be used internally and externally
- Paintable (test first)
- Good filling capacity
- Resistant to temperatures between 40- °C and + 100 °C
- Water and all-weatherproof
- 100 % adhesive (non-shrinking)
- Also bonds to slightly damp surfaces
- Solvent-free
- Excellent bonding without primer
- Acid-free, odourless

► PREPARATION

Working Conditions: Only apply at temperatures between 5+ °C and 40+ °C.

Surface Requirements: Both parts must be solid, clean, free of dust and grease. Use of primer not required. The surface may be slightly moist.

Tools: Apply cartridge contents using a sealant gun. If necessary, use a rubber mallet to tap lightly.

► APPLICATION

Coverage: With spot bonding: 8-5 m²/kg.

Stripes: one cartridge issues approx. 15-8 metres of adhesive (depending on the diameter of the cut nozzle).

Directions for use:

Bonding and fixing: Apply in stripes or dots (every 10 40 - cm). Always apply to the corners and along the edges of construction boards. Correctly position material within 10 minutes and press firmly or lightly tap with a rubber mallet. If necessary, clamp or fixate heavy materials for 4 hours. Can be handled after 2 hours (the connection is now strong enough to withstand transportation or a light load); maximum final strength after approx. 4 hours, depending on the surface and the ambient conditions. Sealing: Evenly apply to the bottom of the joint and tool within 10 minutes using a moistened (with soapy water without lemon) putty knife, sealant smoother, or finger. Tool the vertical joints from bottom to top. Fully cured after a few days (depending on the thickness of the layer). When painting over with alkylid paint, the paint may dry more slowly.

Stains/residue: Use white spirit for cleaning tools and removing wet adhesive residue. Dry adhesive residue can only be removed mechanically.

Points of attention: The following drying times are based on bonding at least one porous material and an adhesive layer of approx. 1 mm thickness. If two non-porous materials are being bonded and/or the layer of adhesive is thicker, the drying times may be substantially longer. When adhesive is applied underwater, it may turn white. Avoid lasting direct contact with UV radiation (eg. sealing applications outdoors).

► STORAGE CONDITIONS

At least 18 months after production.

Limited shelf life after opening.

Close container properly and store in a dry, cool and frost-free place.

► TECHNICAL SPECIFICATIONS

100% modulus:	0.9 MPa
Chemical base:	SMP Polymer
Chemicals resistance:	Good
Cure rate:	2.5 mm/24h
Density approx.:	1.04 g/cm ³
Elasticity:	Good
Elongation of rupture:	250 %
Filling capacity:	Very good
Final bond strength:	250 N/cm ²

Final bond strength after:	4 hours. This might vary, based on circumstances, like materials, temperature and humidity.
Hardness (Shore A):	42
Initial Bonding after:	2 hours. This might vary, based on circumstances, like materials, temperature and humidity.
Minimum temperature resistance:	-40 °C
Maximum temperature resistance:	100 °C
Mildew resistance:	Good
Moisture resistance:	Very good
Paintability:	Good
Shear strength:	250 N/cm ²
Skinover time:	10 minutes
Solid matter approx.:	100 %
Tensile strength (N/cm ²) approx.:	150 N/cm ²
UV resistance:	Moderate
Viscosity:	Pasty
Water resistance:	Good

50 time-saving Outlook keyboard shortcuts



General



Create a folder	Ctrl + Shift + E
Create a note	Ctrl + Shift + N
Open address book	Ctrl + Shift + B
Go to search box	F3 or Ctrl + E
Switch to mail	Ctrl + 1
Switch to calendar	Ctrl + 2
Switch to contacts	Ctrl + 3

Switch to tasks	Ctrl + 4
Switch to notes	Ctrl + 5
Print	Ctrl + P
Delete selected item	Ctrl + D
Find and replace within an open item	Ctrl + H
Use advanced find	Ctrl + Shift + F

Mail



Open a received message	Ctrl + O
Create a message when in mail	Ctrl + N
Create a message from any Outlook view	Ctrl + Shift + M
Add a flag to an unopened message	Insert
Reply	Ctrl + R

Reply all	Ctrl + Shift + R
Forward	Ctrl + F
Insert a file	Alt + H then AF
Send	Alt + S or Ctrl + ↵
Find or replace	F4

Format text



Cut	Ctrl + X or Shift + Delete
Copy	Ctrl + C or Ctrl + Insert
Paste	Ctrl + V or Shift + Insert
Undo	Ctrl + Z or Alt + Backspace
Bold	Ctrl + B
Italic	Ctrl + I

Underline	Ctrl + U
Add bullets	Ctrl + Shift + L
Clear formatting	Ctrl + Shift + Z or Ctrl + Spacebar
Display format menu	Alt + O
Insert a hyperlink	Ctrl + K

Calendar



Create an appointment or meeting request	Ctrl + Shift + A or Ctrl + Shift + Q
Create an appointment in any Outlook view	Ctrl + Shift + A
Set up recurrence for an open appointment or meeting	Ctrl + G
Go to a date	Ctrl + G

Forward an appointment or meeting	Ctrl + F
Reply to a meeting request with a message	Ctrl + R
Reply all to a meeting request with a message	Ctrl + Shift + R
Switch to full week view	Alt + - or Ctrl + Alt + 3
Switch to month view	Alt + = or Ctrl + Alt + 4

Contacts



Create a contact when in contacts	Ctrl + N
Create a contact in any Outlook view	Ctrl + Shift + C
Find a contact	F11
Create a message with selected contact as subject	Ctrl + F

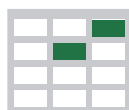
Open a contact form for the selected contact	Ctrl + O
Create a contact group	Ctrl + Shift + L
Update a list of contact group members	F5



50 time-saving keyboard shortcuts in Excel for Windows



Frequently used shortcuts



Close a spreadsheet.

Ctrl + W

Open a spreadsheet.

Ctrl + O

Save a spreadsheet.

Ctrl + S

Copy.

Ctrl + C

Paste.

Ctrl + V

Undo.

Ctrl + Z

Cut.

Ctrl + X

Delete column.

Alt + H, D, then C

Go to Formula tab.

Alt + M

Navigate in cells



Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.

Tab

Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.

Ctrl + End

Move to the beginning of a worksheet.

Ctrl + Home

Move to the next sheet in a workbook.

Ctrl + Page Down

Move to the previous sheet in a workbook.

Ctrl + Page Up

Move to the edge of the current data region in a worksheet.

Ctrl + Arrow Key

Extend the selection of cells to the last used cell on the worksheet (lower-right corner).

Ctrl + Shift + End

Move one screen up in a worksheet.

Page Up

Move one screen down in a worksheet.

Page Down

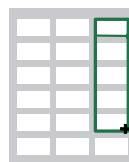
Move one screen to the right in a worksheet.

Alt + Page Down

Move one screen to the left in a worksheet.

Alt + Page Up

Make selections and perform actions



Select the entire worksheet.

Ctrl + A or Ctrl + Shift + Spacebar

Start a new line in the same cell.

Alt + Enter

Select an entire column in a worksheet.

Ctrl + Spacebar

Repeat the last command or action.

Ctrl + Y

Extend the selection of cells by one cell.

Shift + Arrow Key

Fill the selected cell range with the current entry.

Ctrl + Enter

Select an entire row in a worksheet.

Shift + Spacebar

Undo the last action.

Ctrl + Z



50 time-saving keyboard shortcuts in Excel for Windows



Format in cells



Format a cell by opening the Format Cells dialog box.

Ctrl + 1

Add or edit a cell comment.

Shift + F2

Open the Delete dialog box to delete selected cells.

Ctrl + Minus (-)

Enter the current time.

Ctrl + Shift + Colon (:)

Switch between displaying cell values or formulas in the worksheet.

Ctrl + Grave accent (`)

Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

Ctrl + D

Apply the Percentage format with no decimal places.

Ctrl + Shift + Percent (%)

Apply the Date format with the day, month, and year.

Ctrl + Shift + Number sign (#)

Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.

Ctrl + Shift + Exclamation point (!)

Check spelling in the active worksheet or selected range.

F7

Display the Create Table dialog box.

Ctrl + L or Ctrl + T

Edit the active cell and put the insertion point at the end of its contents.

F2

Open the Insert dialog box to insert blank cells.

Ctrl + Shift + Plus (+)

Open the Delete dialog box to delete selected cells.

Ctrl + Minus (-)

Enter the current date.

Ctrl + Semi-colon (;)

Open the Paste Special dialog box.

Ctrl + Alt + V

Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

Ctrl + R

Apply the Scientific number format with two decimal places.

Ctrl + Shift + Caret (^)

Apply the Time format with the hour and minute, and AM or PM.

Ctrl + Shift + At sign (@)

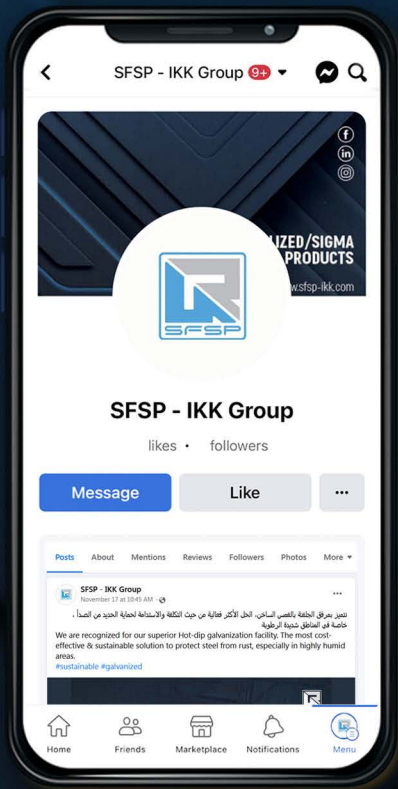
Create or edit a hyperlink.

Ctrl + K

Display the Quick Analysis options for selected cells that contain data.

Ctrl + Q

ANNOUNCEMENT SFSP SOCIAL MEDIA ACCOUNTS



SFSP - IKK GROUP



SPECIALIZED/SIGMA FACTORIES FOR
STEEL PRODUCTS (SFSP)



SFSP_IKKGROUP



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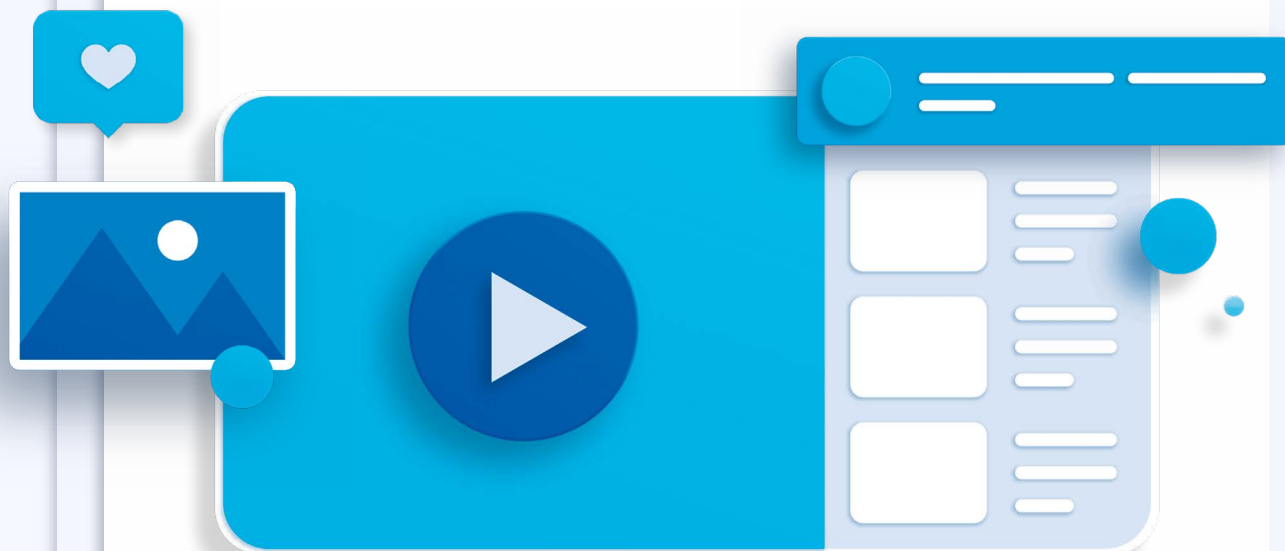
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