

EXCEL

ON STEROIDS

2013 Tips & Tricks

Shortcuts

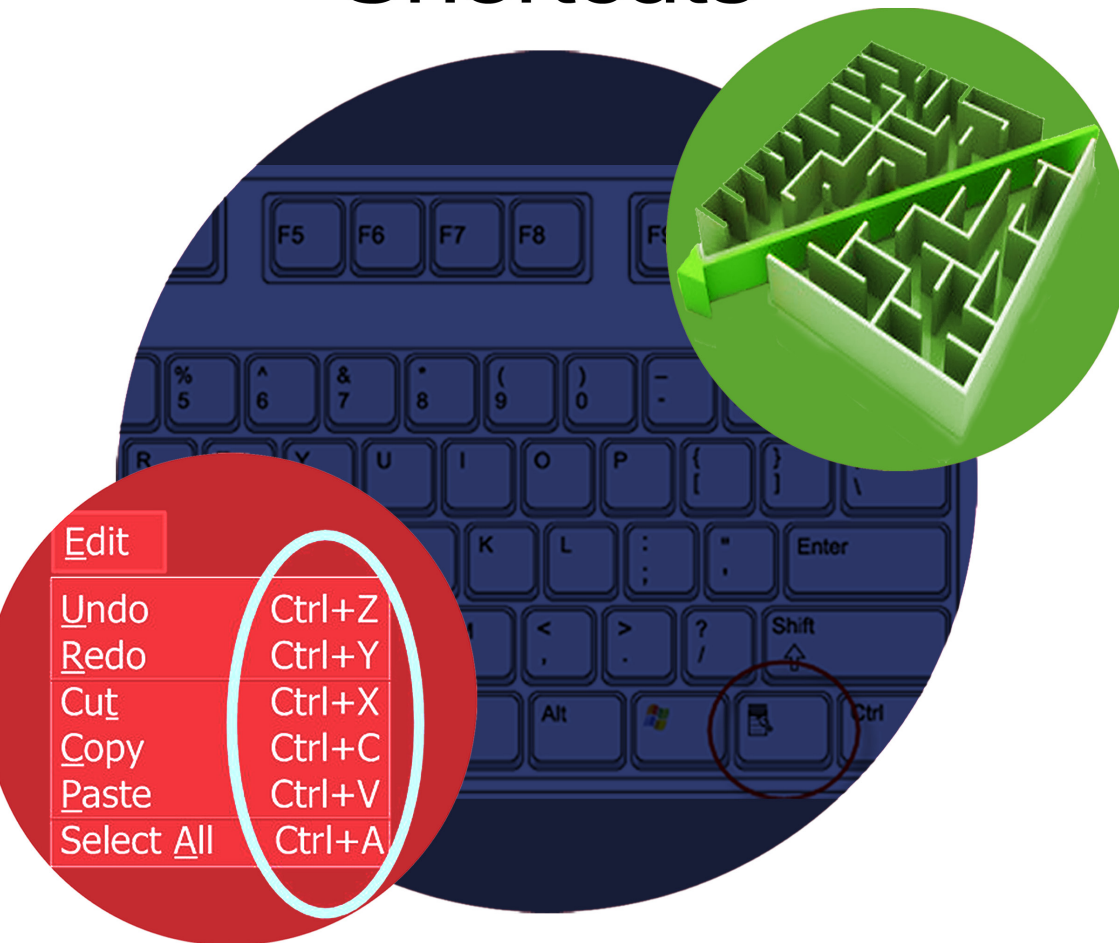




Table of Contents

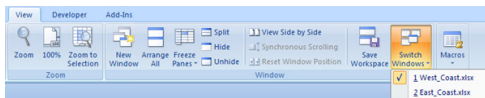
Tip 1: Quickly Closing All Open Workbooks without Closing MS Excel	3
Tip 2: Shortcut for Date Entry	5
Tip 3: Selecting a Column with Only Two Keystrokes	6
Tip 4: Wrapping Text in a Cell	7
Tip 5: Naming a Range of Cells	8
Tip 6: Quickly Accessing a List of Named Ranges	9
Tip 7: Filling a Range of Text or Formula	10
Tip 8: Accessing the Ribbon Programs	12
Tip 9: Using the Tab Key to Move to the Next Input Cell	14
Tip 10: Keyboard Shortcuts	16



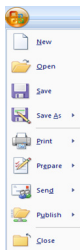
Tip 1: Quickly Closing All Open Workbooks without Closing MS Excel

Sometimes you need to shut down Excel quickly, but you have multiple workbooks open that will all ask to close individually. A simple keyboard shortcut will help. In this example, there are two workbooks open:

Applies To: MS Excel 2003, 2007 and 2010

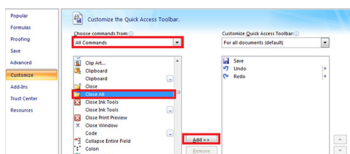


If I select the Office Icon, you'll see that I have the Close option. However the Close All option is not available.



To activate the Close All option, Select as follows:

1. Select the Office button, Excel Options, Customize
2. Then select as below





3. Select OK
4. The Close All Option will be added to the quick access toolbar



5. To close all the workbooks select the Close All Option on the quick access toolbar

NB: Any open workbook that has changes made to it will still require an answer as to whether you would like to save the file, however once answered, all files will be closed while MS Excel will stay open





Tip 2: Shortcut for Date Entry

To quickly enter today's date in a cell without having to type the formula =Today (), one can do the following:

Applies To MS Excel 2003, 2007, 2010

1. To enter the date press CTRL + ; (Ctrl and semicolon simultaneously)
2. To enter the time press CTRL+Shift+ ; (Ctrl, shift colon simultaneously)

	A	B
1	Shortcut	Result
2	CTRL + ;	29 June 2012
3	CTRL + SHIFT+ ;	09:33 AM
4		



Tip 3: Selecting a Column with Only Two Keystrokes

Applies To MS Excel 2003, 2007, 2010

1. Select any cell in the column you would like to select
2. Press Ctrl + Space Bar





Tip 4: Wrapping Text in a Cell

Applies To MS Excel 2003, 2007, 2010

1. Enter in the desired text

	A	B	C
1	This is a test		
2			
3			

2. Press Alt + Enter
3. Press Enter

	A	B
1	This is a test	
2		
3		

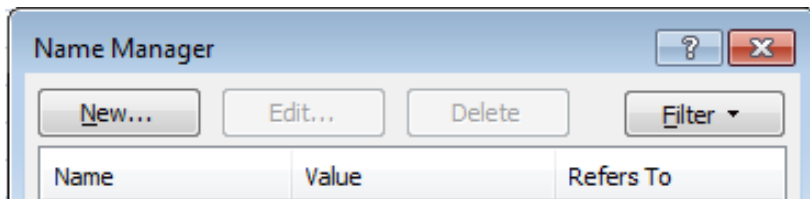


Tip 5: Naming a Range of Cells

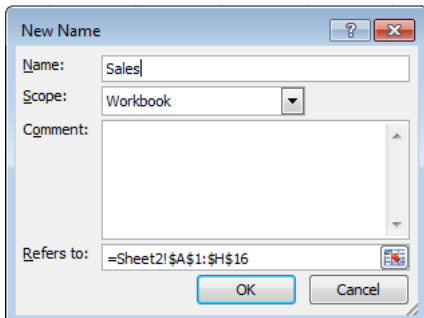
A range of cells can be given a name, which can then be used in place of the actual cell references in other formulae.

Applies To MS Excel 2003, 2007, 2010

1. Select the desired range of cells
2. On the keyboard, press Ctrl + F3
3. Select New



4. In the Name box, enter in the desired Named Range
5. In the Scope box, select where you would like the Named Range to be available
6. In the Refers to box, ensure you have the correct range
7. Select OK, Close



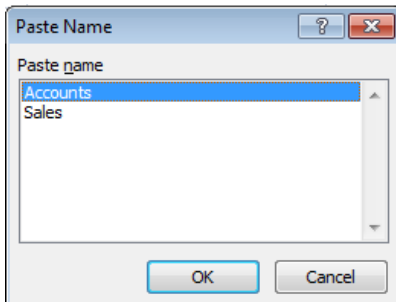


Tip 6: Quickly Accessing a List of Named Ranges

Once you have named the ranges in your Microsoft Excel worksheet, you may need to use them in such things as Formulae, Data Validation or Pasting a List. By pasting a list, you will get a list of the Named Ranges and which cells they refer to.

Applies To MS Excel 2003, 2007, 2010

1. To use in a Function:
 - a. Once you are at the desired point in the function (VLOOKUP – Table_array)
 - b. Press F3
 - c. Select the desired Named Range
 - d. Select OK
2. To use in Data Validation:
 - a. Once you are at the desired point in the data validation e.g. Source dialogue box
 - b. Press F3
 - c. Select the desired Named Range
 - d. Select OK
3. To Paste a List on Named Ranges:
 - a. Select a cell in the worksheet where you would like the list to be pasted
 - b. Press F3
 - c. Select Paste List





Tip 7: Filling a Range of Text or Formula

There are a few ways to fill a range of text or a formula. This tip will show you how to firstly select the range to be filled, enter the desired text or formula once, and then use a keystroke combination to copy it to all cells in the highlighted range.

Applies To MS Excel 2003, 2007, 2010

1. Select the range of cells to be filled

	A	B	C	D
1	Category Name	Quantity	Unit Price	Product Sales
2	Confections	30	16	
3	Grains/Cereals	70	30	
4	Grains/Cereals	60	7	
5	Confections	21	14	
6	Grains/Cereals	40	11	
7	Seafood	2	15	
8	Seafood	5	15	
9	Beverages	10	14	
10	Dairy Products	15	29	
11	Dairy Products	30	17	
12	Beverages	24	14	
13	Confections	20	7	
14	Condiments	35	10	
15	Beverages	50	211	
16	Confections	4	7	
17	Seafood	20	12	
18	Confections	2	25	
19	Dairy Products	14	10	
20	Meat/Poultry	10	19	



2. Enter in the desired text or formula into the cell

	A	B	C	D
1	Category Name	Quantity	Unit Price	Product Sales
2	Confections	30	16	=B2*C2
3	Grains/Cereals	70	30	
4	Grains/Cereals	60	7	
5	Confections	21	14	
6	Grains/Cereals	40	11	
7	Seafood	2	15	
8	Seafood	5	15	

3. Press Ctrl + Enter.

	A	B	C	D
1	Category Name	Quantity	Unit Price	Product Sales
2	Confections	30	16	480
3	Grains/Cereals	70	30	2128
4	Grains/Cereals	60	7	432
5	Confections	21	14	292
6	Grains/Cereals	40	11	448
7	Seafood	2	15	29
8	Seafood	5	15	76
9	Beverages	10	14	144
10	Dairy Products	15	29	432
11	Dairy Products	30	17	504
12	Beverages	24	14	346
13	Confections	20	7	146
14	Condiments	35	10	364
15	Beverages	50	211	10540
16	Confections	4	7	29
17	Seafood	20	12	240
18	Confections	2	25	50
19	Dairy Products	14	10	140
20	Meat/Poultry	10	19	192



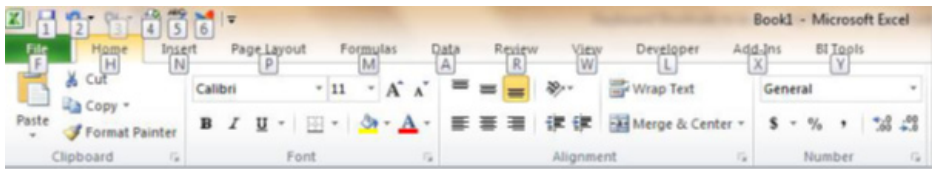
Tip 8: Accessing the Ribbon Programs

Access keys provide a way to quickly use a command by pressing a few keystrokes, no matter where you are in the program. Every command in a program that uses an Office Fluent ribbon can be accessed by using an access key. You can get to most commands by using two to four keystrokes.

Applies To MS Excel 2003, 2007, 2010

1. Press and release the ALT key

The KeyTips are displayed over each feature that is available in the current view

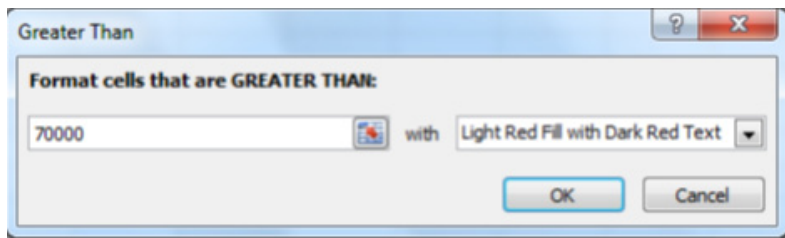


2. To apply conditional formatting using access keys; Refer to the data below .

	A	B	C
1	ProductName	CustomerName	Sales Amount
2	Crystal Puddle Ranberry Juice	JUICE HAVEN	\$ 40 000.00
3	Bohemian Grapey Tea	TREE TEA GARDENS	\$ 75 000.00
4	Bohemian Grapey Tea	TEA 4 U (JHB)	\$ 90 000.00
5	Crystal Puddle Grape Juice	PKS SERVICES	\$ 45 000.00
6	Bohemian Grapey Tea	BOBS UNCLE	\$ 85 000.00
7	B & X Wholenuts	THIRSTY KIRSTIES	\$ 78 000.00
8	Ricky Liquors - Whisky	SPICE POT	\$ 34 000.00
9	B & X Wholenuts	SPICE POT	\$ 100 000.00
10	Redberg Tequila	PL STORES	\$ 1 400 000.00
11	Crystal Puddle Ranberry Juice	BEE B'S DELIGHTS	\$ 150 000.00
12	Ronalds Dried Basil	FAT BOYS CC	\$ 85 000.00
13	Ricky Liquors - Brandy	THIRSTY KIRSTIES	\$ 95 000.00
14	Bohemian Grapey Tea	BOBS UNCLE	\$ 56 000.00
15	Crystal Puddle Grape Juice	SPICE POT	\$ 34 000.00
16	Crystal Puddle Ranberry Juice	PL STORES	\$ 54 000.00
17	Redberg Tequila	FRICKELS PICKLES	\$ 89 000.00
18	Bohemian Grapey Tea	TEA 4 U (DBN NRTH)	\$ 77 000.00



3. Select C2:
4. Press the ALT key
5. Press H
6. Press L
7. Press H
8. Press G
9. Enter as below



10. Press the Enter Key
11. The result will be as below

	A	B	C
1	ProductName	CustomerName	Sales Amount
2	Crystal Puddle Ranberry Juice	JUICE HAVEN	\$ 40 000.00
3	Bohemian Grapey Tea	TREE TEA GARDENS	\$ 75 000.00
4	Bohemian Grapey Tea	TEA 4 U (JHB)	\$ 90 000.00
5	Crystal Puddle Grape Juice	PKS SERVICES	\$ 45 000.00
6	Bohemian Grapey Tea	BOBS UNCLE	\$ 85 000.00
7	B & X Wholenuts	THIRSTY KIRSTIES	\$ 78 000.00
8	Ricky Liquors - Whisky	SPICE POT	\$ 34 000.00
9	B & X Wholenuts	SPICE POT	\$ 100 000.00
10	Redberg Tequila	PL STORES	\$ 1 400 000.00
11	Crystal Puddle Ranberry Juice	BEE B'S DELIGHTS	\$ 150 000.00
12	Ronalds Dried Basil	FAT BOYS CC	\$ 85 000.00
13	Ricky Liquors - Brandy	THIRSTY KIRSTIES	\$ 95 000.00
14	Bohemian Grapey Tea	BOBS UNCLE	\$ 56 000.00
15	Crystal Puddle Grape Juice	SPICE POT	\$ 34 000.00
16	Crystal Puddle Ranberry Juice	PL STORES	\$ 54 000.00
17	Redberg Tequila	FRICKELS PICKLES	\$ 89 000.00
18	Bohemian Grapey Tea	TEA 4 U (DBN NRTH)	\$ 77 000.00



Tip 9: Using the Tab Key to Move to the Next Input Cell

Scenario: You may have a spreadsheet set up with a number of data input cells. Wouldn't it be nice if the user could just press the Tab key to jump to the next input cell?

This type of thing is fairly easy to set up. The key is to unlock the input cells, and then protect the worksheet.

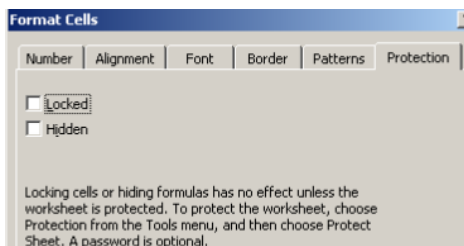
Applies To MS Excel 2003, 2007, 2010

Here is how to do it:

1. Select all of the input cells on your worksheet. (To select non-adjacent cells, hold down Ctrl while you select the cells) .

	A	B	C	D	E	F	G	H	I
1	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales	12% add	per unit	Sales Price Marg
2	Condiments	Aniseed Syrup				0.00	0.00		0
3	Dairy Products	Camembert Pierrot	2009/01/20	60	29.99	1799.28	33.59	2015.1936	2

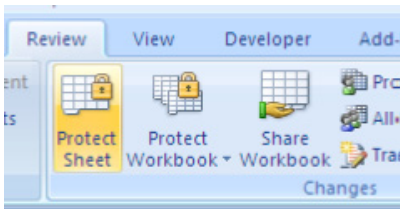
2. Choose Home Tab, Cell Group, Format Drop Down arrow, Format cells to display the Format Cells dialog box .
3. Click the Protection tab and remove the check mark from the Locked check box .





4. Click OK

Keep in mind that all cells are locked by default. But also remember that locking or unlocking cells has no effect unless the worksheet is protected. Select the Review Tab, Change Group, Protect Sheet Icon to protect the worksheet. You can enter a password if you like.



When the sheet is protected, you'll find pressing Tab moves the heavy-bordered active cell indicator to the next unlocked cell. Be aware that this does not prevent the user from selecting unlocked cells using the cursor keys.

	B	C	D	E	F	
	Product Name	Date	Quantity	Unit Price	Product Sales	1
	Unseeded Syrup				0.00	
	Imembert Pierrot	2009/01/20	60	29.99	1799.28	
	Chief Anton's Cajun	2009/03/04	16	19.40	310.46	



Tip 10: Keyboard Shortcuts

Are you looking for a comprehensive list of MS Excel shortcuts in one document? Below we provide a detailed list of all the MS Excel shortcuts.

Keyboard shortcuts that begin with CTRL will still work in Excel 2007 & 2010. For example, CTRL+C still copies to the clipboard, and CTRL+V still pastes from the clipboard.

Most of the old ALT+ menu shortcuts still work, too. However, you need to know the full shortcut from memory — there are no screen reminders of what letters to press. For example, try pressing ALT, and then press one of the old menu keys E (Edit), V (View), I (Insert), and so on. A box pops up saying you're using an access key from an earlier version of Microsoft Office. If you know the entire key sequence, go ahead and initiate the command. If you don't know the sequence, press ESC and use Key Tip badges instead.

Applies To MS Excel 2003, 2007, 2010

CTRL Combination Shortcut Keys

Key	Description
CTRL+SHIFT+(	Unhides any hidden rows within the selection.
CTRL+SHIFT+&	Applies the outline border to the selected cells.
CTRL+SHIFT_	Removes the outline border from the selected cells.
CTRL+SHIFT+~	Applies the General number format.
CTRL+SHIFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+SHIFT+%	Applies the Percentage format with no decimal places.
CTRL+SHIFT+^	Applies the Scientific number format with two decimal places.
CTRL+SHIFT+#	Applies the Date format with the day, month, and year.
CTRL+SHIFT+@	Applies the Time format with the hour and minute, and AM or PM.



CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+SHIFT+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
CTRL+SHIFT+:	Enters the current time.
CTRL+SHIFT+”	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+SHIFT+Plus (+)	Displays the Insert dialog box to insert blank cells.
CTRL+Minus (-)	Displays the Delete dialog box to delete the selected cells.
CTRL+;	Enters the current date.
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+’	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding and displaying objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
CTRL+A	Selects the entire worksheet.



	If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box. CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+B	Applies or removes bold formatting.
CTRL+C	Copies the selected cells.
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
CTRL+F	Displays the Find and Replace dialog box, with the Find tab selected. SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last Find action. CTRL+SHIFT+F opens the Format Cells dialog box with the Font tab selected.
CTRL+G	Displays the Go To dialog box. F5 also displays this dialog box.
CTRL+H	Displays the Find and Replace dialog box, with the Replace tab selected.
CTRL+I	Applies or removes italic formatting.
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
CTRL+L	Displays the Create Table dialog box.
CTRL+N	Creates a new, blank workbook.
CTRL+O	Displays the Open dialog box to open or find a file.



CTRL+SHIFT+O selects all cells that contain comments.

CTRL+P	Displays the Print tab in Microsoft Office Backstage view. CTRL+SHIFT+P opens the Format Cells dialog box with the Font tab selected.
CTRL+R	Uses the Fill Right command to copy the contents and format of the left-most cell of a selected range into the cells to the right.
CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL+T	Displays the Create Table dialog box.
CTRL+U	Applies or removes underlining. CTRL+SHIFT+U switches between expanding and collapsing of the formula bar.
CTRL+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents. CTRL+ALT+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
CTRL+W	Closes the selected workbook window.
CTRL+X	Cuts the selected cells.
CTRL+Y	Repeats the last command or action, if possible.
CTRL+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed.



Function Keys

Key	Description
F1	Displays the Excel Help task pane. CTRL+F1 displays or hides the ribbon ALT+F1 creates an embedded chart of the data in the current range ALT+SHIFT+F1 inserts a new worksheet.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off. SHIFT+F2 adds or edits a cell comment. CTRL+F2 displays the print preview area on the Print tab in the Backstage view.
F3	Displays the Paste Name dialog box. Available only if there are existing names in the workbook. SHIFT+F3 displays the Insert Function dialog box.
F4	Repeats the last command or action, if possible. CTRL+F4 closes the selected workbook window. ALT+F4 closes Excel.
F5	Displays the Go To dialog box. CTRL+F5 restores the window size of the selected workbook window.
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the ribbon area. SHIFT+F6 switches between the worksheet, Zoom controls, task pane, and ribbon.



CTRL+F6 switches to the next workbook window when more than one workbook window is open.

F7

Displays the Spelling dialog box to check spelling in the active worksheet or selected range.

CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel

F8

Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.

SHIFT+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys

CTRL+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.

ALT+F8 displays the Macro dialog box to create, run, edit, or delete a macro.

F9

Calculates all worksheets in all open workbooks.

SHIFT+F9 calculates the active worksheet.

CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.

CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.

CTRL+F9 minimizes a workbook window to an icon.



F10

Turns key tips on or off. (Pressing ALT does the same thing.)

SHIFT+F10 displays the shortcut menu for a selected item.

ALT+SHIFT+F10 displays the menu or message for an Error Checking button.

CTRL+F10 maximizes or restores the selected workbook window.

F11

Creates a chart of the data in the current range in a separate Chart sheet.

SHIFT+F11 inserts a new worksheet.

ALT+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).

F12

Displays the Save As dialog box.

Other useful shortcut keys

Key	Description
ARROW KEYS	Move one cell up, down, left, or right in a worksheet. CTRL+ARROW KEY moves to the edge of the current data region in a worksheet. SHIFT+ARROW KEY extends the selection of cells by one cell. CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell LEFT ARROW or RIGHT ARROW selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.



DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.

In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.

DOWN ARROW or ALT+DOWN ARROW opens a selected drop-down list.

BACKSPACE

Deletes one character to the left in the Formula Bar.

Also clears the content of the active cell.

In cell editing mode, it deletes the character to the left of the insertion point.

DELETE

Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.

In cell editing mode, it deletes the character to the right of the insertion point.

END

END turns End mode on. In End mode, you can then press an arrow key to move to the next nonblank cell in the same column or row as the active cell. If the cells are blank, pressing END followed by an arrow key moves to the last cell in the row or column.

END also selects the last command on the menu when a menu or submenu is visible.

CTRL+END moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.



CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).

If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.

ENTER

Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).

In a data form, it moves to the first field in the next record.

Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.

In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button).

ALT+ENTER starts a new line in the same cell.

CTRL+ENTER fills the selected cell range with the current entry.

SHIFT+ENTER completes a cell entry and selects the cell above

ESC

Cancels an entry in the cell or Formula Bar.

Closes an open menu or submenu, dialog box, or message window.

It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.

HOME

Moves to the beginning of a row in a worksheet.

Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on.



	Selects the first command on the menu when a menu or submenu is visible. CTRL+HOME moves to the beginning of a worksheet. CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.
PAGE DOWN	Moves one screen down in a worksheet. ALT+PAGE DOWN moves one screen to the right in a worksheet. CTRL+PAGE DOWN moves to the next sheet in a workbook. CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.
PAGE UP	Moves one screen up in a worksheet. ALT+PAGE UP moves one screen to the left in a worksheet CTRL+PAGE UP moves to the previous sheet in a workbook. CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.
SPACEBAR	In a dialog box, performs the action for the selected button, or selects or clears a check box. CTRL+SPACEBAR selects an entire column in a worksheet. SHIFT+SPACEBAR selects an entire row in a worksheet. CTRL+SHIFT+SPACEBAR selects the entire worksheet. If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.



When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet.

ALT+SPACEBAR displays the Control menu for the Excel window.

TAB

Moves one cell to the right in a worksheet.

Moves between unlocked cells in a protected worksheet.

Moves to the next option or option group in a dialog box

SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box.

CTRL+TAB switches to the next tab in dialog box

CTRL+SHIFT+TAB switches to the previous tab in a dialog box.



Register for any **online**
Sage Alchemex or
Excel on Steroids courses,
for 'anytime' learning.

 **REGISTER NOW!**



Contact Information

Excel on Steroids <http://www.alchemex.com/Training/Courses>

BI Community <http://community.alchemex.com/>

BI Blog www.alchemex.com/blog

Subscribe to Excel
on Steroids Tips &
Tricks e-newsletter www.alchemex.com/blog/subscribe

Subscribe to Sage
Intelligence Tips &
Tricks e newsletter www.alchemex.com/blog/subscribe

Sage Alchemex www.alchemex.com

Connect with us

LinkedIn Group za.linkedin.com/company/sage-alchemex

Twitter twitter.com/excelonsteroids

Facebook www.facebook.com/excelonsteroids

You Tube <http://www.youtube.com/user/SageIntelligence>

G+ (Google Plus) <http://gplus.to/SageIntelligence>