

Chapter 9: Formatting Shortcuts

Section 1: Use keystroke for frequency needed numeric formats

- Ctrl+Shift+'`' = General
- Ctrl+Shift+'1' = Number
 - Commas and Decimal
- Ctrl+Shift+'2' = Time
 - Colon and AM/PM
- Ctrl+Shift+'3' = Date
 - Day month year
- Ctrl+Shift+'4' = Currency
 - Dolloar sign
- Ctrl+Shift+'5' = Percent
 - Percent sign
- Ctrl+Shift+'6' = Scientific
 - '_.__E+__' Format

Section 2: Accentuate data with alignment tools

- Home tab / Alignment group
- Orientation allows you to change the rotation of text
 - Apply borders and the borders will follow the angle as well
- Vertical text looks bad
 - Rotate text up is better
- RMB / Format Cells / Alignment = Custom angled texts
- Merge & Center = Combine Cells together
 - Only works Vertical or Horizontal
 - Ctrl Select sets of hori or vert only groups to multi-merge
- Vertical merge and vertical text looks good

Section 3: Add a color background to every fifth row in a range

- Ctrl+'T' = Apply Table format
- Go to Home tab / Styles group / New Rule / Use Formula ...
 - `=MOD(ROW(),5)=0` = Every 5th row is formatted
 - Stays even when cells change

Section 4: Use conditional formatting based on comparison criteria

- Go to Home tab / Styles group / New Rule / Use Formula ...
 - cols C and B both have dats in MM/DD/YYYY format
 - `=C1>B1+2` will apply formatting (ex: fill orange) if the C col date is 3 or more days later than B col date for the same row
- For comparing ranks Use
 - `=K1<J1` for when the rank has improved

- =K1>J1 for when the rank has dropped
- =K1=J1 for when the rank has stayed the same

Section 5: Use special formats for times over 24 hours

- Ctrl+'1' = Format Cells
- You can format a cell to Time
 - Ctrl+Shift+2
- Formatting an AutoSum as Time will inherently Mod it by 24 thus removing the sum nature of the cell
 - Ctrl+1 to Format the cells / time / The 7th row down is the summed time format
 - To remove seconds go to Custom / Type and remove the ":ss;"

Section 6: Add and remove strikethrough borders with keyboard shortcuts

- Ctrl+Shift+7 = Quick apply Border around active cells
- Ctrl+Shift+'-' = Remove all borders on active cells
- Ctrl+5 = Apply or Remove strikethrough

Section 7: Display values in thousands or millions without formulas

- Under custom Formatting use a trailing comma (#,##0.0,) to display values in thousands
- Use 2 for millions, #,##0.0,,
- Example used was for U.S. State populations

Section 8: Format phone and social security numbers

- Format cells with Ctrl+1 / Special / SSN for social security numbers
 - Exact Format: 000-00-0000
- Format cells with Ctrl+1 / Special / Phone number for phone numbers
 - Exact Format: [<=9999999]###-####;(###) ###-####
- Formatted Cells are NOT equivalent to the text form
 - 776007286 != 776-00-7286
- Find & Select / Replace can take out these '-', '(', and/or ')'