Format a Financial Model with **Macabacus**

Formatting Guidelines

- Formatting financial models is critically important. Models are important decision-making tools.
  Proper formatting makes a great first impression and instills confidence in key stakeholders.
  Efforts made to format the model properly will help to form a great first impression.

- Use the Explorer Pane in Macabacus to see an inventory of all elements present in a financial model.
  This will help you locate Shapes, Conditional Formats & Hyperlinks as well as many other elements.

- Use a generous amount of white space in model schedules to make them look less cluttered or busy.
  Always avoid redundancies in model formatting. If you can remove a formatting element, you should.
  Try removing currency symbols in number formats, using a units column or a global units marker.

- Make sure that attention is being diverted the most important elements within each schedule.
  Using font which is larger, bold or a different color can help. Borders & capital letters can also be effective.
  Reserve a bright color for model checks and alerts that is designed to grab the reader's attention.

- Figures in financial models are usually right aligned with the decimals aligned from one row to the next.
  It is often preferred to format negative numbers using brackets and zeroes with dashes.

- Top borders are preferred to bottom borders when calculating a figure from a column of numbers.
  This allows the model builder to easily insert additional rows into the section when needed.

- Custom Style Cycles can be configured to save a lot of time with model formatting operations.
  Create a new style based on the active cell so Macabacus can capture all aspects of the formatting.

Borders	Keystroke
Outside Borders	CTRL SHIFT 7
No Border	CTRL SHIFT -
Top Border	CTRL ALT SHIFT UP
Bottom Border	CTRL ALT SHIFT DOWN
Left Border	CTRL ALT SHIFT LEFT
Right Border	CTRL ALT SHIFT RIGHT

View	Keystroke
Zoom Out / In	CTRL ALT -/=
Toggle Gridlines	CTRL ALT G

Alignment	Keystroke
Left Indent Cycle	CTRL SHIFT I
Horizontal Cycle	CTRL SHIFT H

Numbers	Keystroke
General Number Cycle	CTRL SHIFT 1
Local Currency Cycle	CTRL SHIFT 4
Percent Cycle	CTRL SHIFT 5
Multiple Cycle	CTRL SHIFT 8
Date Cycle	CTRL SHIFT 2

Fonts	Keystroke
Font Style Cycle	CTRL ALT O
Font Size Cycle	ALT SHIFT G
Increase Font	CTRL SHIFT F
Decrease Font	CTRL SHIFT G

Colors	Keystroke
Blue-Black Toggle	CTRL ;
Font Color Cycle	CTRL '
Fill Color Cycle	CTRL SHIFT K
Border Color Cycle	CTRL ALT SHIFT '

Autocolor	Keystroke
AutoColor Selection	CTRL ALT A
AutoColor Sheet	CTRL ALT S
AutoColor Workbook	CTRL ALT Q

Rows & Columns	Keystroke
Insert Row	ALT SHIFT INS
Delete Row	ALT SHIFT DEL
Insert Column	CTRL ALT SHIFT INS
Delete Column	CTRL ALT SHIFT DEL

Other Formatting	Keystroke
Case Cycle	ALT SHIFT C
Custom Cycles 1-8	CTRL ALT 1-8
Footnote Toggle	CTRL SHIFT 6
Footnote Cycle	CTRL ALT SHIFT 6