

Column 1	Column 2	Column 3	Column 4
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5

Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to open the Format Cells dialog box for customizing formats, using only shortcut keys in Excel 365. Let's get started.

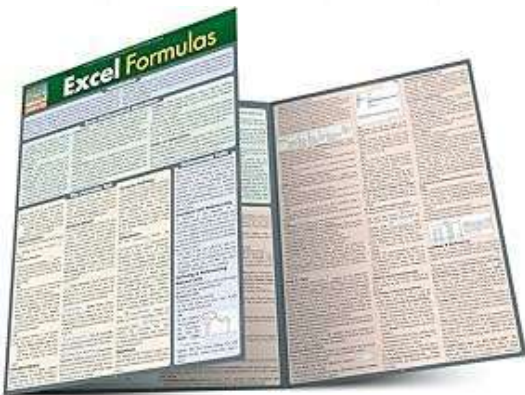
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Excel Formulas QuickStudy Laminated Study Guide. Guide to developing and using functions and formulas in Excel. This clear and concise coverage of the ins and outs of formula creation and use touches on many forms of math from statistics & trig to financial math.



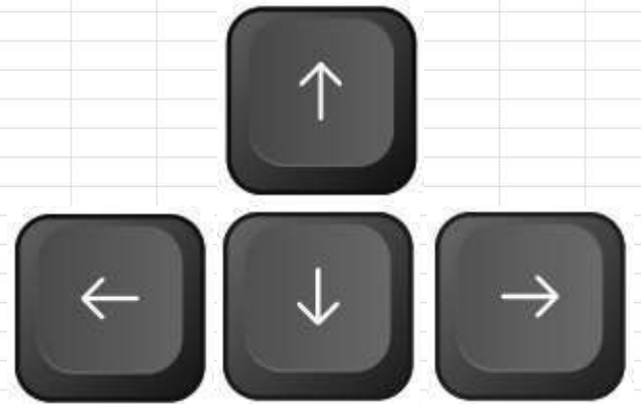
DeskGuide Pro Excel Cheat Sheet Desk Pad - Work Faster with Our Excel Shortcuts Mousepad - Smooth and Non-Slip Excel Shortcut Mat - 31.5" x 11.8" Excel Mouse Pad Shortcuts - 3mm Thick

Beginning of data

Active Cell

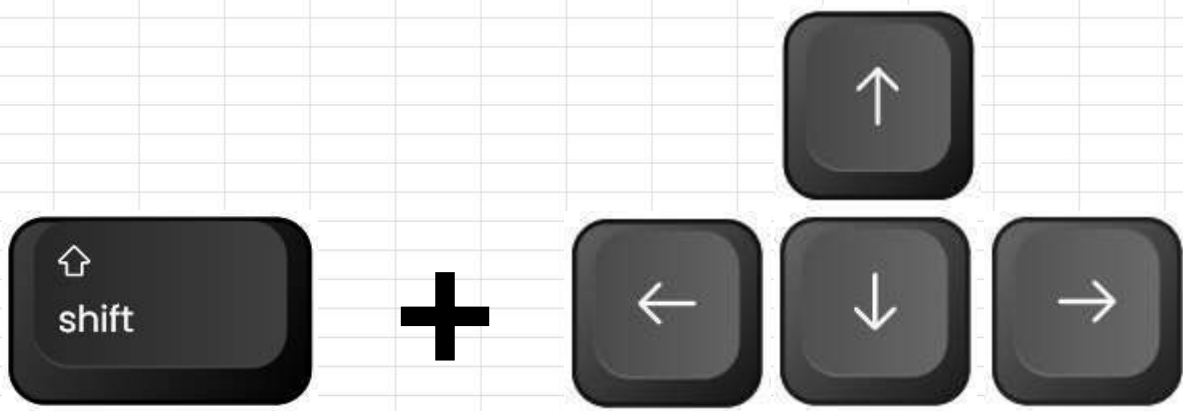
Here, we have some data that we would like to format. We start by using the arrow keys to move the active cell to the beginning of the data that we want to format.

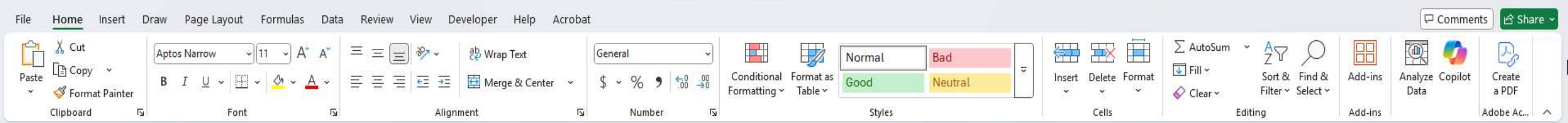
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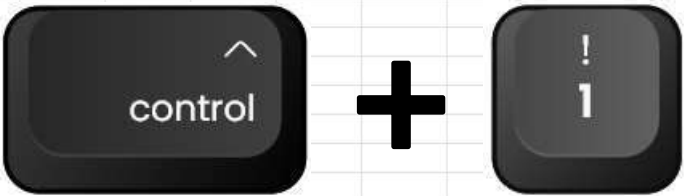
Next, press and hold the Shift key and use the arrow keys to highlight the data that you want to format.





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Item 5	Item 5	Item 5	Item 5

Once you have your data selected, press and hold the Ctrl key, and press the number 1.



Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: Column 1

General format cells have no specific number format.

OK Cancel

This will open the Format Cells dialog box for customizing formats.

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