

# Exonet Tips and Tricks #6

## Presenting your data in Microsoft Excel

**After copying your Exogrid to Excel, do you have problems with the display format of different cells?**

Use shortcut-keys to reformat cells quickly and easily:

- Click on the desired cell, or click on the “letter” that heads a column to highlight all cells within that column
- Use the appropriate keyboard shortcut to format the cell(s)
  - CTRL + SHIFT + 1
    - Auto-formats number cell to 2 decimal places and thousand separator
  - CTRL + SHIFT + 2
    - Auto-formats number cell to time format
  - CTRL + SHIFT + 3
    - Auto-formats number cell to date format
  - CTRL + SHIFT + 4
    - Auto-formats number cell to 2 decimal places and currency format
  - CTRL + SHIFT + 5
    - Auto-formats number cell to percentage format

For example:

**1. Click on “J” to highlight Column J:**

I	J	K
Amount	Outstanding	Status
-131.625	-14.625	2
-30.375	-3.375	2
131.625	14.625	2
30.375	3.375	2
-60.75	-6.75	2
60.75	6.75	2
15.1875	15.1875	0
-70.875	-7.875	2
-20.25	-2.25	2

**2. Press CTRL+SHIFT+1 to reformat:**

I	J	K
Amount	Outstanding	Status
-131.625	-14.63	2
-30.375	-3.38	2
131.625	14.63	2
30.375	3.38	2
-60.75	-6.75	2
60.75	6.75	2
15.1875	15.19	0
-70.875	-7.88	2
-20.25	-2.25	2

With a small amount of practice shortcut keys are a much faster way of generating the data appearances you need.