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Insert Symbols

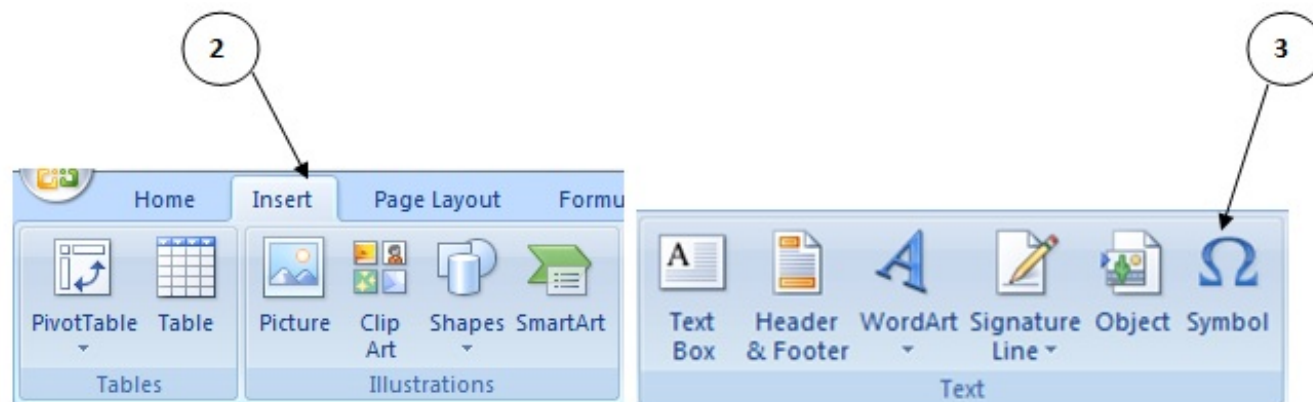
Very often special characters like degree symbols are needed in an Excel spreadsheet. Below are a few brief steps showing how to add special characters to a spreadsheet.

1

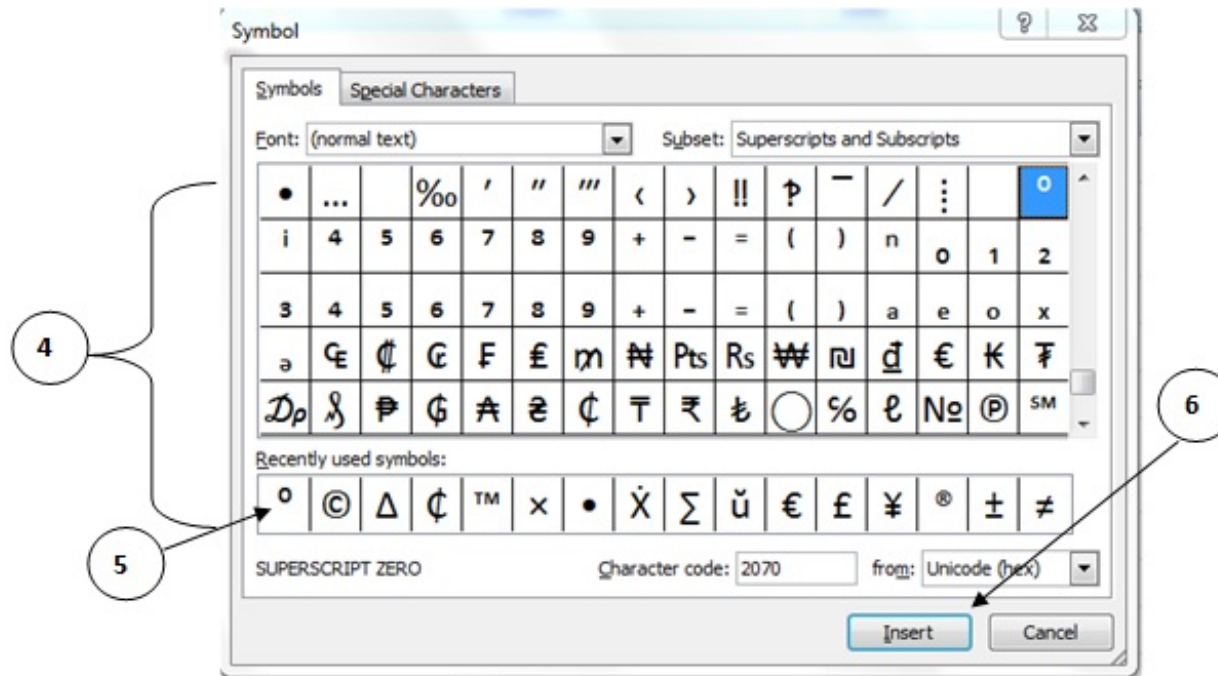
	A
1	Temperature
2	89
3	90

1. Table containing temperature readings

a. Cell A2 should be selected



2. Click on the Insert menu in the ribbon
3. Click the Symbol button under the **Text** area of the ribbon to the right



4. This dialog box lists all of the special characters available in Excel
5. Click on the degree symbol
6. Click Insert

	A
1	Temperature
2	89°
3	90

7. A degree symbol has been added to the first temperature measure

Note: Keep in mind that inserting special characters changes the format from number to text. This means the ability to do arithmetic with these figures has been lost.

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