

# Tips & Tricks



## How to Format only some of the text in an Excel Cell

One of the first things most Excel users quickly discover is how to change the font, font size and colour of text in cell.

However, you may not have discovered that you can format only some of the content in a cell. This may be handy, for instance, if you have descriptive notes in a cell and you want to highlight a few words to emphasize a point.

To highlight only part of the text stored in a cell:

- Double-click on the cell or select it and then click in the Formula Bar
- Select the content you want to format
- Apply formatting as needed using the Ribbon or Mini Toolbar
- Press Enter or Tab

Note that you are fairly limited in the Font formatting you can apply: Font, Font size, Bold, Italics, Underline and Font colour.

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.