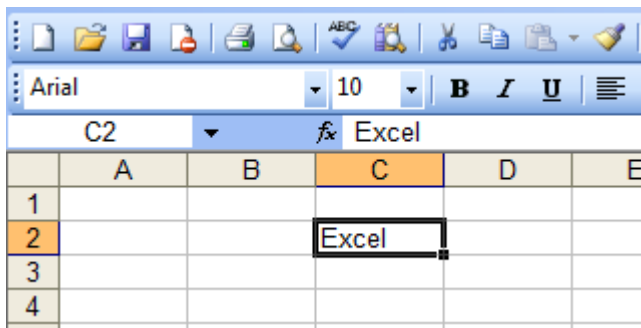


**Question:** Is there an easy way to add a double, rather than single, underline to text?

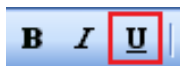
**Answer:** Yes, using a keyboard shortcut

**Process (Excel 2003):**

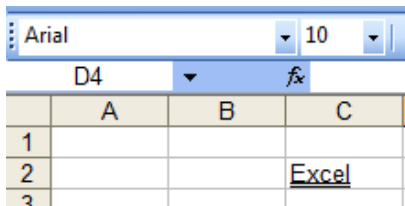
1 Select the cell with the text you wish to underline (in this example, cell C2)



2 Hold down the **SHIFT** key and click the **Underline** button



The text in that cell will now have a double underline.

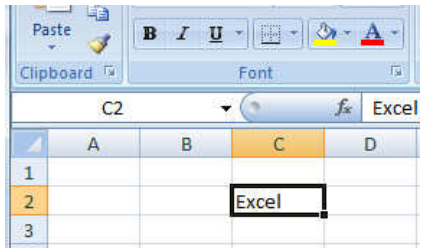


**NB:** this keyboard shortcut does not work in combination with the standard keyboard shortcut for underline (CTRL+U).

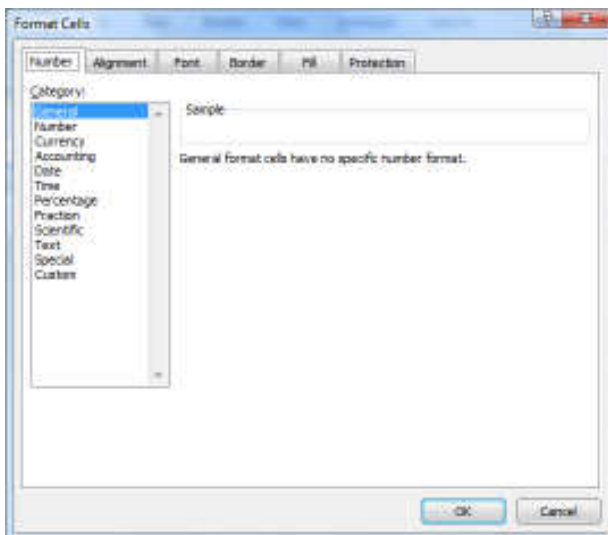
**Process (Excel 2007):**

The above process unfortunately does not work with Excel 2007, and you can only apply a double underline using the **Font** menu. However, there is a keyboard shortcut that you can use to quickly access this menu:

1 Select the cell with the text you wish to underline (in this example, cell C2)



2 Press **CTRL+1**. This will bring up the **Format Cells** menu



3 Select the **Font** tab, select the type of underline desired from the **Underline** option, then click **OK**

