

Assign shortcuts to icons in Excel 2013

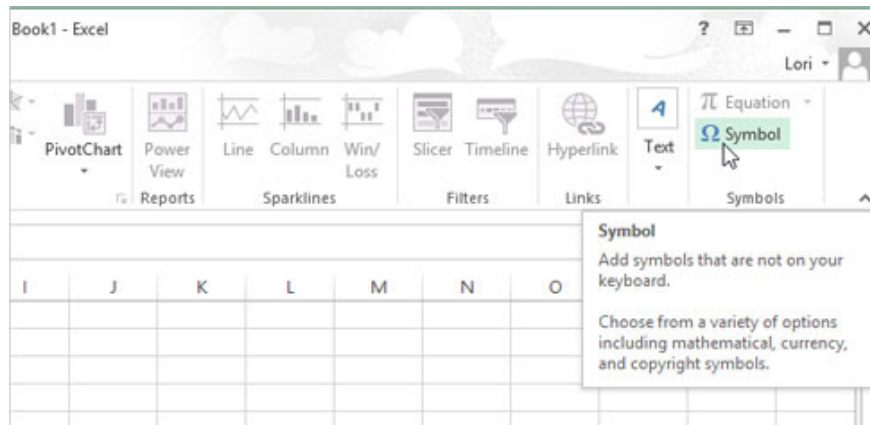
In addition to assigning keyboard shortcuts to icons in Word 2013, you can also assign shortcuts to the Excel 2013 icon, but not directly. Here's how to use the AutoCorrect feature in Excel to create an easy-to-remember shortcut for an icon.

You can assign keyboard shortcuts to icons in Excel 2013 by using the AutoCorrect feature.

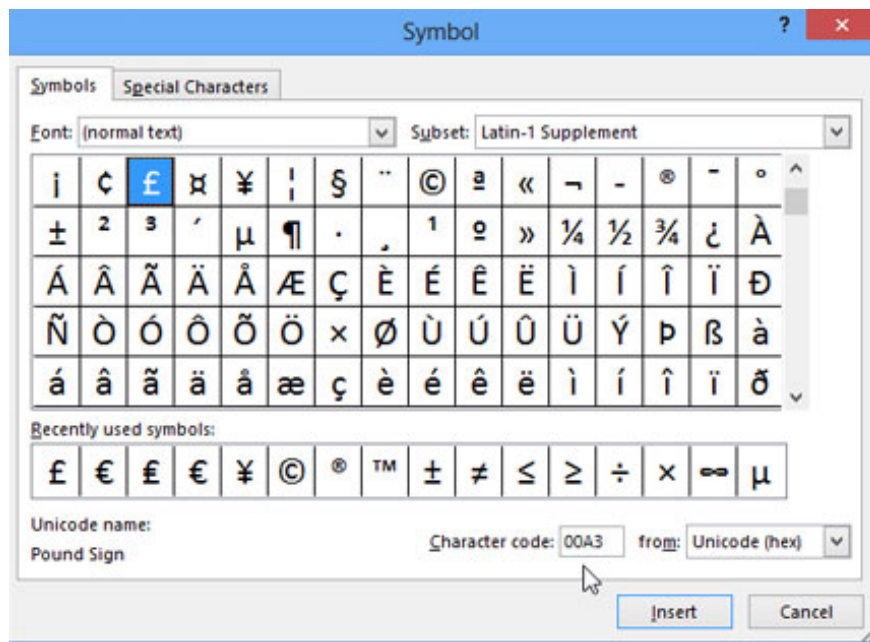
In addition to **assigning keyboard shortcuts to icons in Word 2013** , you can also assign shortcuts to the Excel 2013 icon, but not directly.

Here's how to use the **AutoCorrect** feature in Excel to create an easy-to-remember shortcut for an icon.

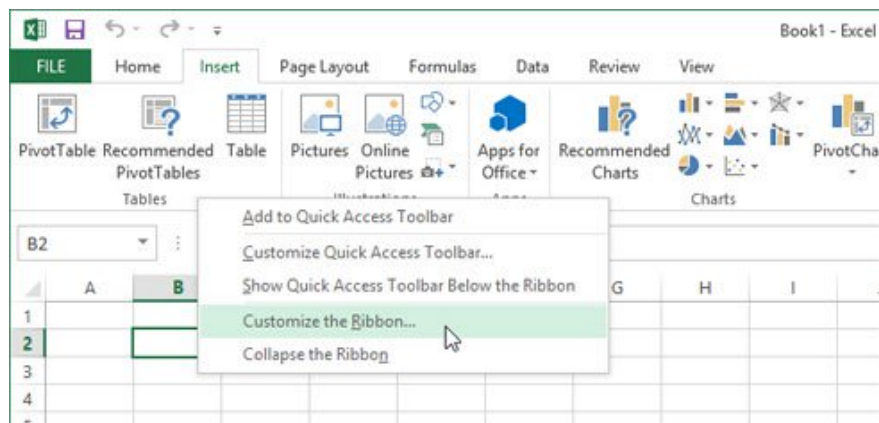
When you click '**Symbol**' in the '**Symbols**' section of the '**Insert**' tab , you will see that there is no downward-pointing arrow that shows a drop-down menu as in Word.



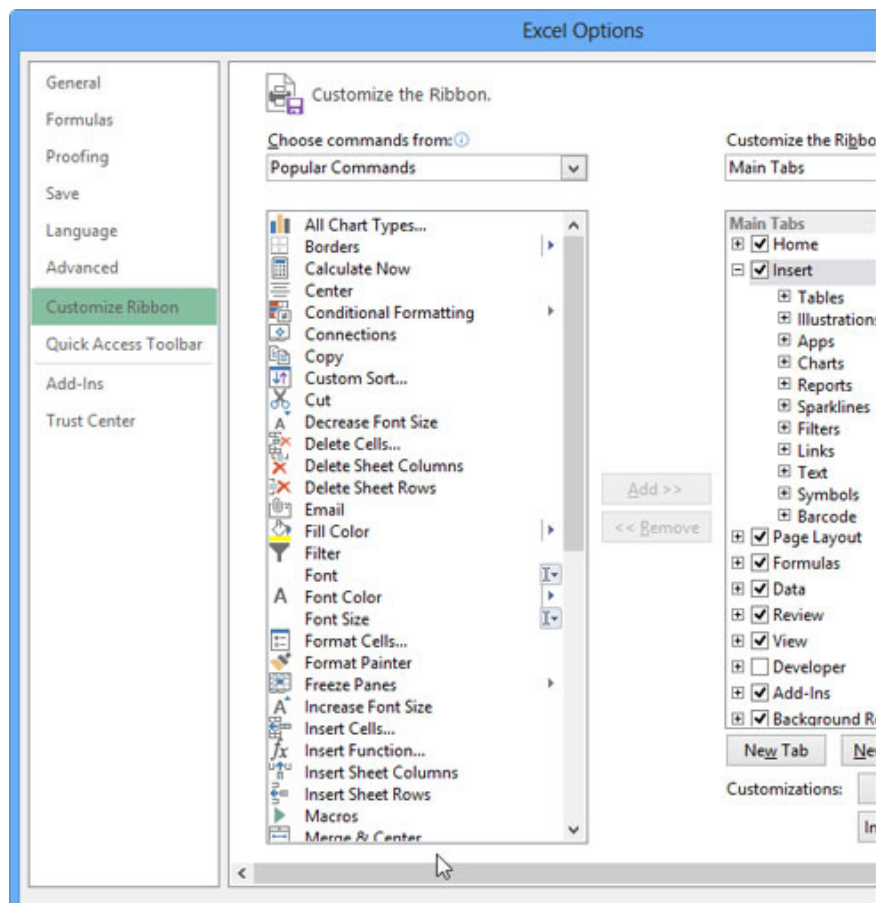
Also, there is no '**Shortcut Key**' button in the '**Symbol**' dialog box .



Even when you right-click on a tab in **the Ribbon** and select '**Customize the Ribbon**' , on the menu that appears .



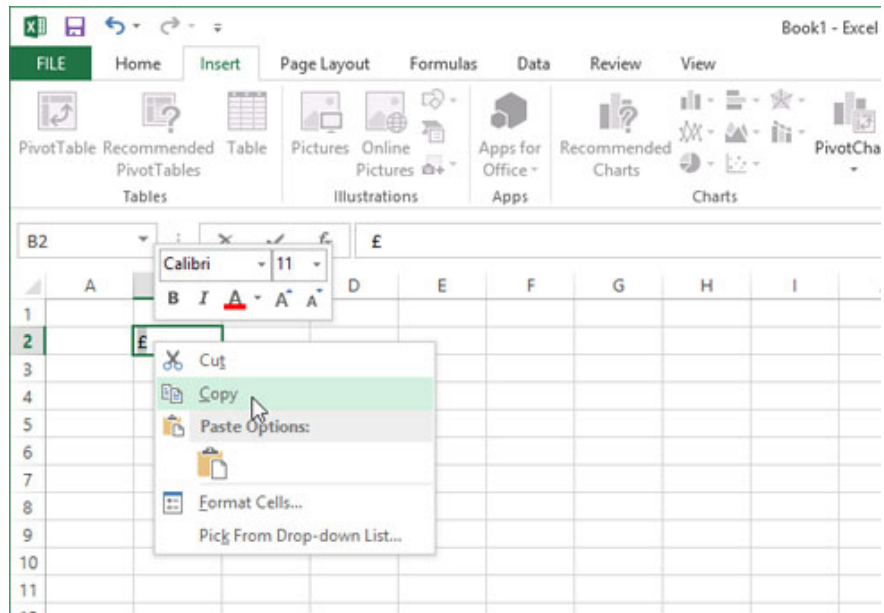
. there is no '**Customize**' button under the list of commands on the left side of the '**Options**' dialog box :



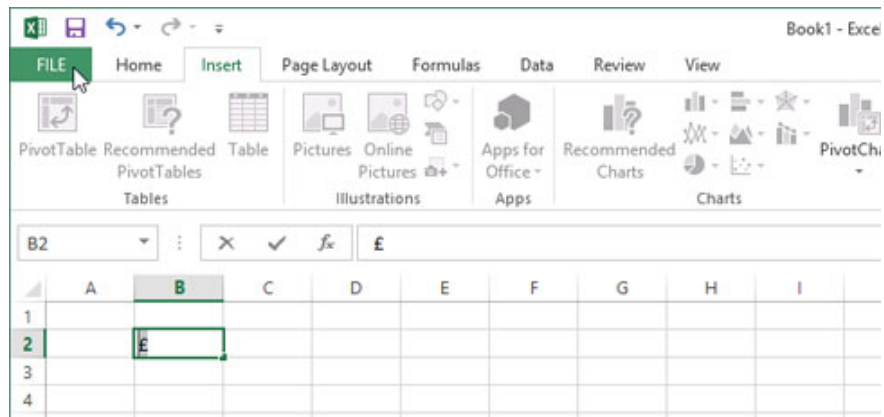
To fix this limitation in Excel and assign a shortcut to an icon, place the cursor in a cell and use the '**Symbol**' button in the '**Symbols**' section of the **Insert** tab to select and insert an icon, for example. like pound icon.

Note: Inserting an icon in Excel is not the same as in Word.

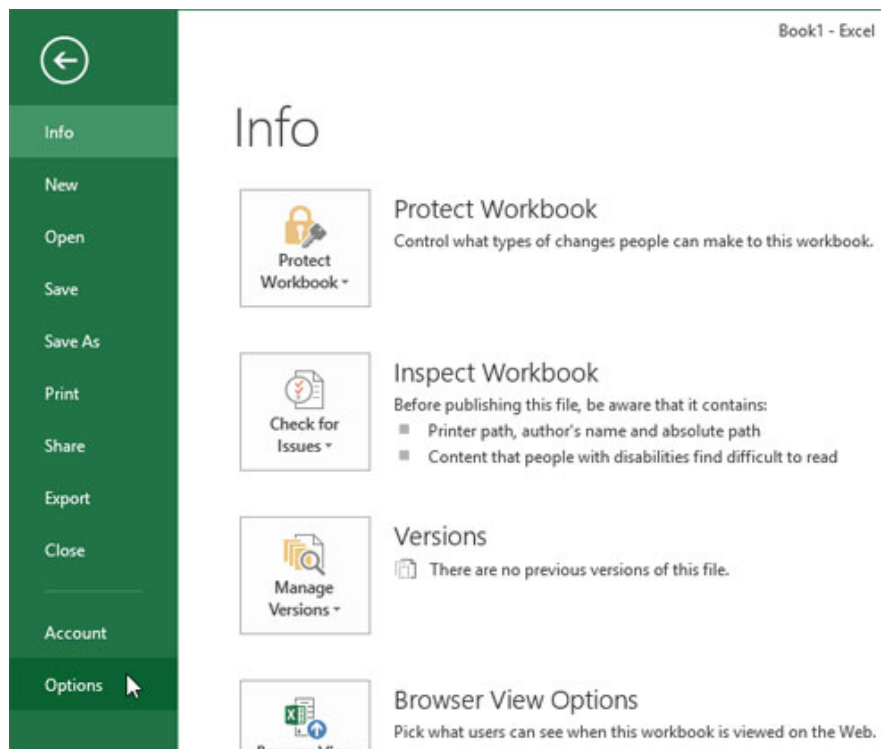
Select the icon in the box and right-click, select '**copy**'.



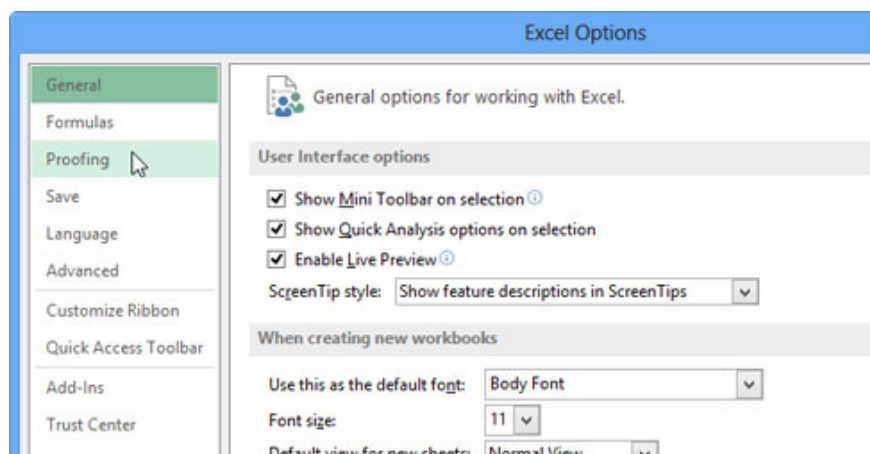
Press the **FILE** tab .



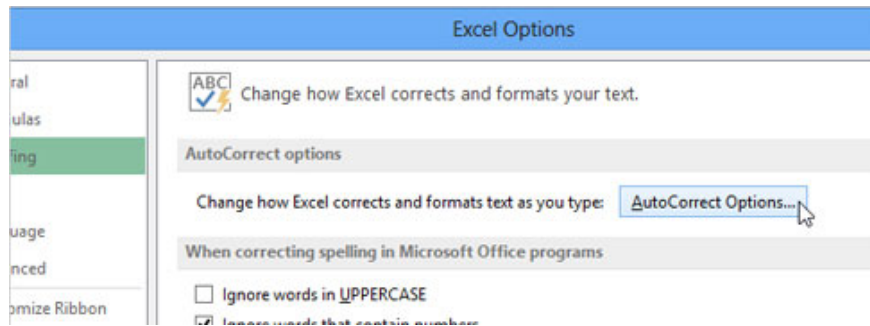
Click on '**Options**' in the list on the left side of the '**Info**' screen .



On the "Excel Options" dialog box, click on 'Proofing' on the left.



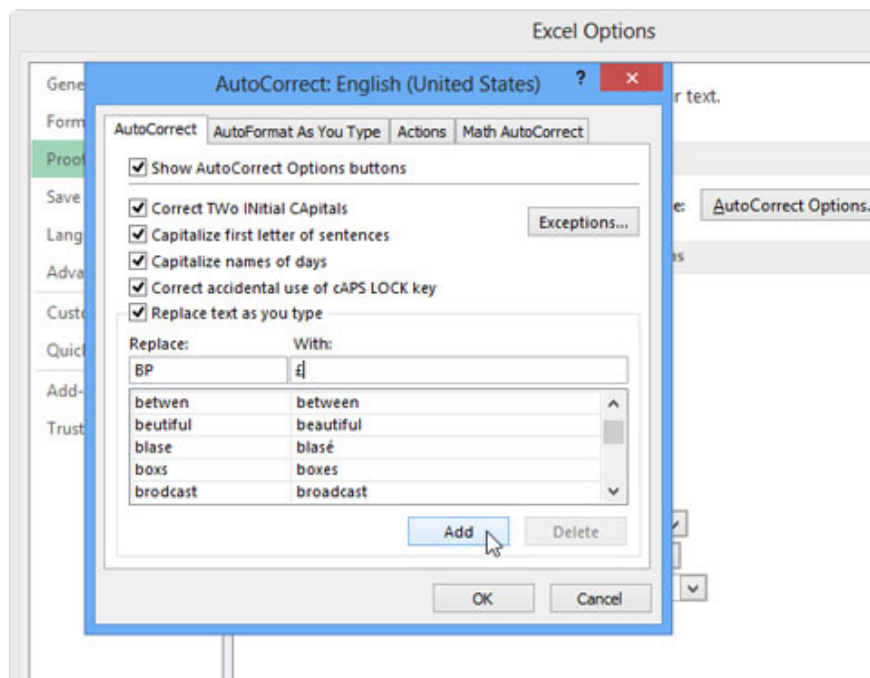
On the 'Proofing' screen, click the 'AutoCorrect Options' button.



The '**AutoCorrect**' tab of the '**AutoCorrect**' dialog box is set up with a default list of misspellings and symbols that will be automatically edited or inserted when you type in misspelled words or sets of characters related to that symbol.

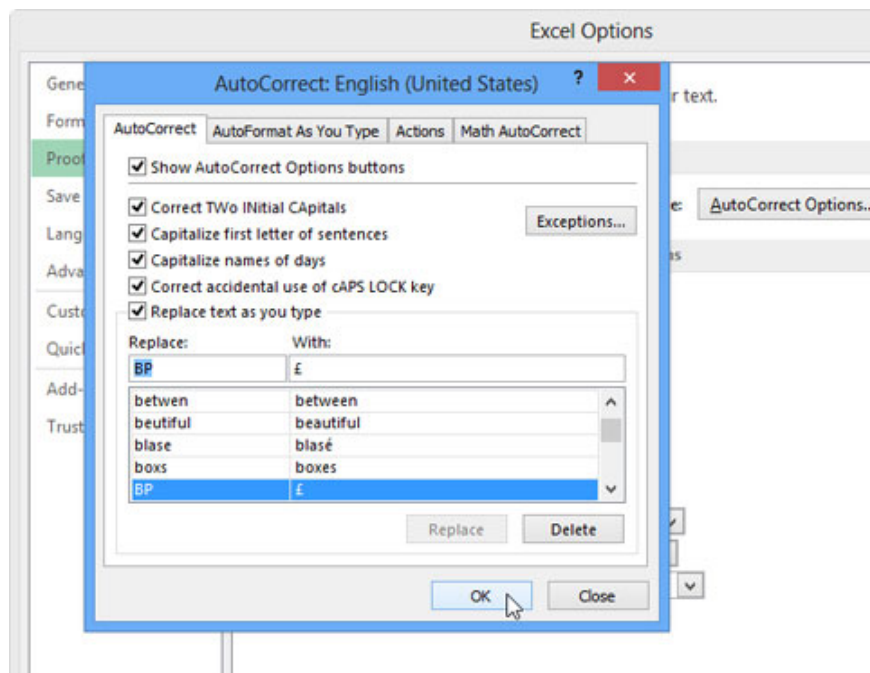
This list can be edited, so use it to enter easy-to-remember (but not meaningful) abbreviations that represent the symbols you often use.

For example, in this example, enter '**BP**' into the edit box under '**Replace**' and paste the pound table into the edit box under '**With**', click '**Add**' to add this folder to the list. .



Click '**OK**' to close the '**AutoCorrect**' dialog box and click '**OK**' again to close the '**Excel Options**' dialog box .

Now, whenever you want to insert a pound icon into a cell, type '**BP**' and a space, the pound icon will automatically be inserted.



Repeat the same steps to insert the abbreviation as a shortcut for other icons.

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