Documentation/FAQ/Calc/Formatting/How do I insert superscript or subscript text in my spreadsheet?

How do I insert superscript or subscript text in my spreadsheet?

Using the Menu

1. Select the individual character(s) to be made superscript/subscript:
   • Click on the cell with the text
   • At the input line above the spreadsheet, select the characters to be altered
2. Select **Format - Character** from the menu
3. Click on **Font Position**
4. Click **Superscript** or **Subscript**. You can optionally change the character reduction ratio but usually the default value will work fine.

Using the Keyboard

1. Select the individual character(s) to be made superscript/subscript:
   • Click on the cell with the text
   • At the input line above the spreadsheet, select the characters to be altered
2. For Superscript, press **CTRL+SHIFT+P**
   For Subscript, press **CTRL+SHIFT+B**

Notes:

• Cell height may require an adjustment to accommodate the new character.
• These commands also work for the word processor.
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