

Excel Auto Correction

Is there a way to replace the double-dash with the proper em dash in Excel?

1. Choose Tools ... AutoCorrect.
2. In the Replace box, type a double-dash.
3. Click in the With box, hold down the Alt key, and on the numeric keypad, type "0151" (without the quotation marks).
4. Click Add.

From now on, whenever you type a double-dash in cell text, Excel replaces it with a proper em dash.

Revised 6/3/2009 JMM