

# Subscript and Superscript Formatting in Excel

## Usage

Subscripts and superscripts are formatting options used in Excel to modify the appearance of text. Subscripts are typically used for chemical formulas (e.g., H<sub>2</sub>O) or mathematical expressions (e.g., x<sub>1</sub>, x<sub>2</sub>), while superscripts are used for exponents (e.g., x<sup>2</sup>, 10<sup>3</sup>) or ordinal indicators (e.g., 1st, 2nd, 3rd). This formatting helps convey information more effectively, especially in scientific and mathematical contexts.

## How to Use

### 1. Using the Format Cells Dialog:

- **Select the Cell:** Click on the cell containing the text you want to format.
- **Open Format Cells:** Right-click the selected cell and choose **Format Cells** from the context menu or press **Ctrl + 1**.
- **Choose Font Tab:** In the Format Cells dialog, go to the **Font** tab.
- **Select Subscript or Superscript:**
  - To make text subscript, check the **Subscript** box.
  - To make text superscript, check the **Superscript** box.
- **Click OK:** After selecting the desired option, click OK to apply the formatting.

### 2. Using Keyboard Shortcuts:

- **Superscript:**
  - Select the text you want to format and press **Ctrl + Shift + +** (plus sign).
- **Subscript:**
  - Select the text you want to format and press **Ctrl + =** (equals sign).

### 3. Inserting Subscript or Superscript in a Formula:

- While you can't directly insert subscript or superscript formatting into Excel formulas, you can format individual characters in a cell by manually adjusting their font style.
- For example, you can concatenate text with formatted text:  
plaintext  
Copy code  

```
= "H" & CHAR(8322) // H2O (H with subscript 2)
```
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## Applications

- **Chemical Formulas:** Writing chemical equations, e.g., H<sub>2</sub>O for water or CO<sub>2</sub> for carbon dioxide.
- **Mathematical Expressions:** Representing mathematical functions or equations, e.g., x<sub>1</sub>, x<sub>2</sub> for different variables.
- **Ordinal Numbers:** Indicating position, e.g., 1st, 2nd, 3rd in lists or rankings.
- **Scientific Notation:** Writing powers in equations, e.g., 10<sup>2</sup> or E=mc<sup>2</sup>.

