



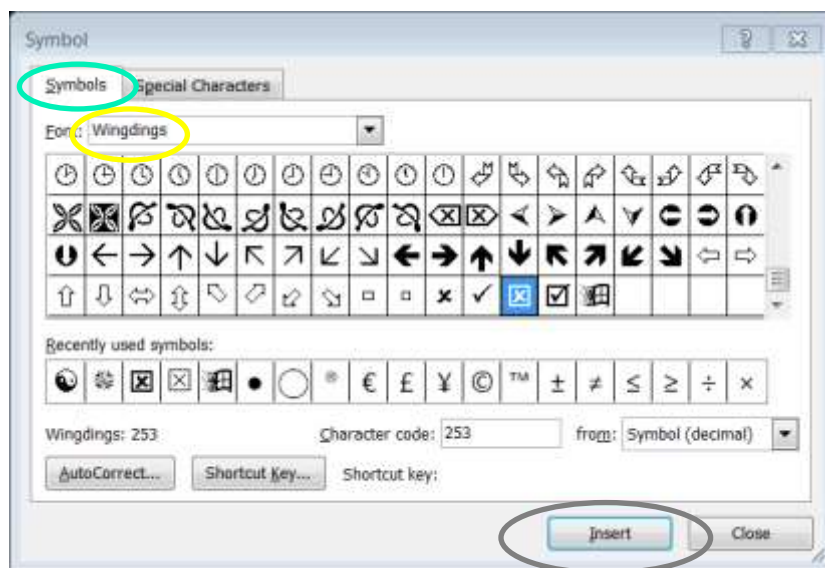
Dear Diane,

I am working in Excel and want to put a “check” mark in a cell. The only way I saw was to add an actual picture into the cell and copy and paste it into other cells. Isn’t a “check” mark in the symbols? Am I looking in the wrong place?

Symbolically Speaking

Dear Speaking with Symbols,

You are so close...yes, what you are looking for is in the symbols but not where you may expect it.



On the insert tab select **Symbols**, under Font> Select **Wingdings** and scroll down until you find the checks. Once you select the one you want click on it and then select **Insert**.

Once you use it in a document it will be added to the recently used symbols and you can use it again easily. Hope this helps...DSG