

Formatting Numbers

Excel provides preset number formats to help you standardize how numbers will appear in your worksheet. You may also customize number formats to fit your needs.

EXAMPLES:








When formatted as *Currency*, the number 9.27 will appear as \$9.27.

When formatted as *Fraction*, the number 9.27 will appear as 9 1/4.

Formatting Numbers: Toolbar Option

When you want to format numbers quickly, Excel allows you to do so from the *Ribbon*.

1. Select the cell(s) you want to format
2. From the *Home* command tab, in the *Number* group, click the desired toolbar option

Name	Image	Description
Number Format		Displays the formatting style of the selected cell. NOTE: For more information, refer to Formatting Numbers: Ribbon Option.
Accounting Number Format		Changes the formatting to <i>Accounting</i> NOTE: You can insert foreign currency symbols by clicking the ▼.
Percentage Style		Changes the formatting to <i>Percentage</i>
Comma Style		Changes the formatting to include commas and two decimal places
Increase Decimal		Adds one decimal place to the selected cell
Decrease Decimal		Removes one decimal place from the selected cell
Format Cells: Number		Accesses the <i>Format Cells</i> dialog box For more information refer to Formatting Numbers: Dialog Box Option.

Formatting Numbers: Ribbon Option

The *Ribbon* offers a simple way to apply number formatting. To customize number formatting, refer to Formatting Numbers: Dialog Box Option.

1. Select the cell(s) you want to format
2. From the *Home* command tab, in the *Number* group, click **NUMBER FORMAT** ▼» select the desired number format the cell is formatted.


HINTS:

The default category is *General*.

The number in the selected cell is previewed under the format label in the pull-down list.

Formatting Numbers: Dialog Box Option

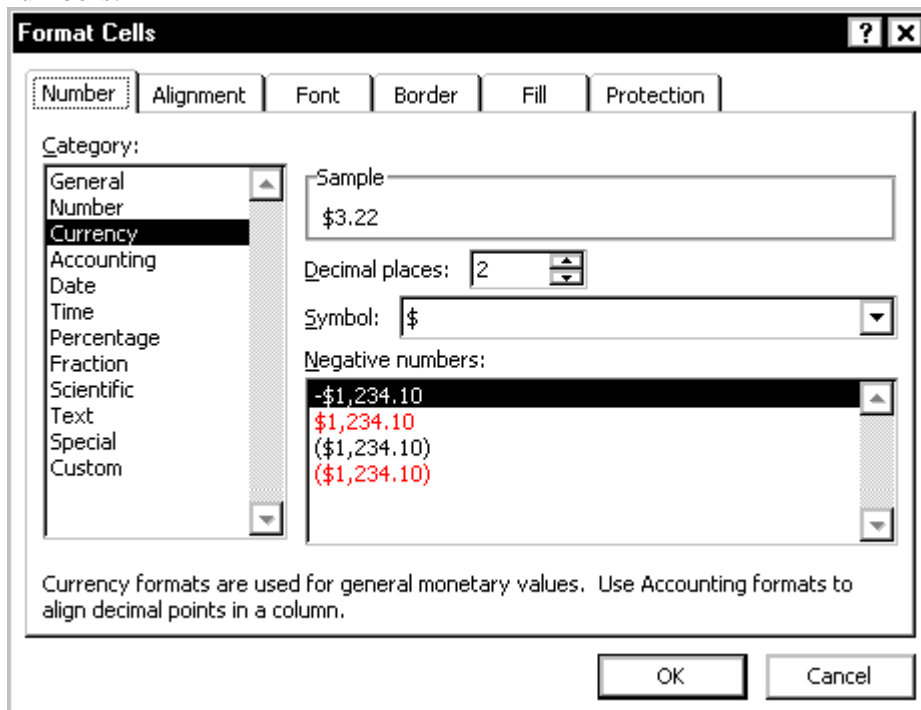
The *Format Cells* dialog box can help you customize your number formatting.

1. Select the cell(s) you want to format
2. In the *Home* command tab, in the *Number* group, click **FORMAT CELLS: NUMBER**  the *Format Cells* dialog box appears with the *Number* tab displayed.

3. From the *Category* list, select the desired number format
HINT: You can preview the formatting in the *Sample* section.

EXAMPLE: Select *Currency*.

4. If the format offers additional options, select the preferred options.
EXAMPLE: Format the number of decimal places, the desired symbol, and negative numbers.



5. Click **OK** the selected cells are formatted.

Clearing Number Formatting

The *General* number format is the default selection. Changing the formatting to *General* will remove all other number formatting for the selected cells.

1. Select the cell(s) you want to format
2. From the *Home* command tab, in the *Number* group, click **NUMBER FORMAT ▼»** select *General* the formatting is cleared.

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