

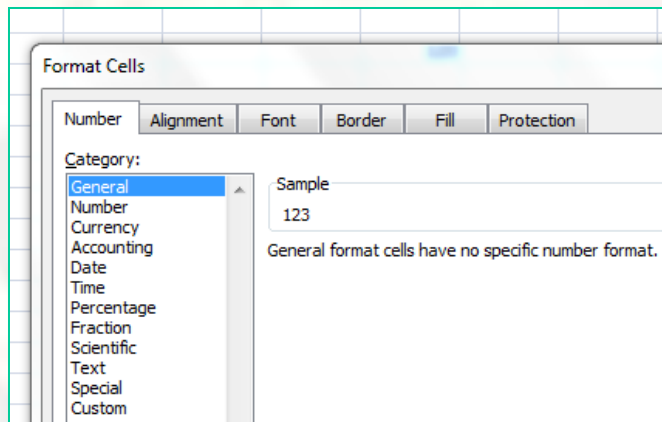


Excel Number Formatting Tips

What is a number format in Excel? Number formats are used to control the display of cell values that contain numeric data. This numeric data can include things like dates, times, costs, percentages, and anything else expressed as a number. By default, number data that you enter in is in **General** format until you change it. In this helpful hints article, learn more about how you can change the number format to improve the appearance and understanding of numeric data.

Formatting Number Cells

One plus in Excel is you can format cells prior to entering data. To format entire columns for Number entry, highlight the column(s), then right-click on the column and choose Format Cells. Next, pick the Number tab from the dialog box, and then select the desired format, finish with OK.



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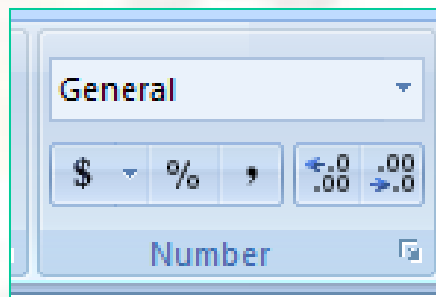
Info Express Virtual Business Consultants is pleased to offer Excel data analysis services, Excel coaching, and Excel one-on-one or small group online training. Please contact us at sharon_daniel@att.net or (561) 289-9484 discuss your Excel training needs.



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Another Way to Change Formatting

Number formatting is also found on the Home tab of the Ribbon in the Number section. After selecting a cell, choose the type of Number formatting needed.



As you can see in the screen shot above, there are options for specifying Format (select down arrow next to General), currency (\$), percent (%), commas to display in the number, and increase/decrease the number of decimal places. The screen shot below shows how the number 1230 is displayed in different number styles.

1230	General
\$1,230.00	Currency
123000%	Percentage
1,230	Comma
1230.00	Two decimals
1230.0	One decimal

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