

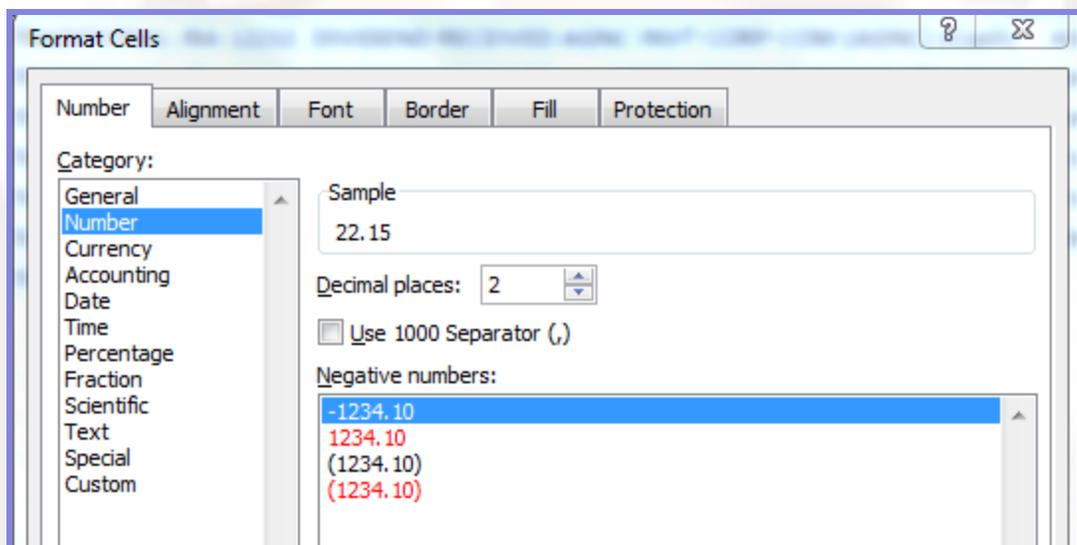


Excel Custom Number Formatting Tips

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.

Custom Number Formats

Using custom formats, you can do things like specify the number of decimal places and specify if you want a comma 1000 separator, format large numbers in millions or thousands, and display negative numbers in red. To add custom number formats, right-click the number and then in the short cut menu click on Format Cells. The Format Cells dialog box opens. Click on **Number Category**.



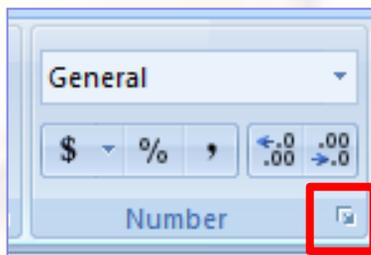
Continued on the next page



Excel Custom Number Formatting Tips

Another Way to Change Formatting

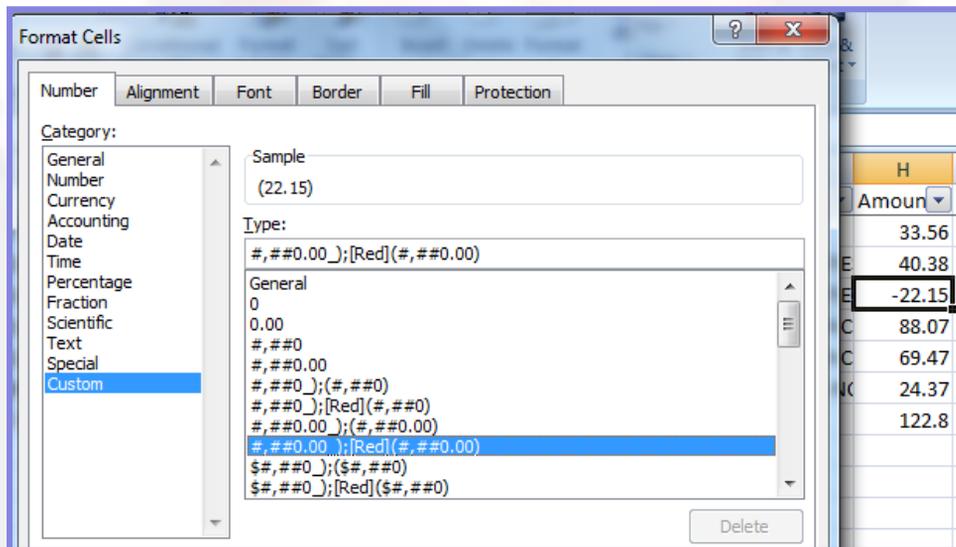
You can access the format cells dialog box on the Home tab of the Ribbon in the Number section. After selecting a cell, click on the **Custom Number Formats** arrow and it will open.



← Custom Number Formats

Using Custom Number Formats

The Custom category is used to specify how to display numbers other than the normal way. For example, how should -22.15 be displayed? In red like this **-22.15** or (22.15) or **22.15**. You will select one of the Custom options to make that choice.



Continued on the next page



Excel Custom Number Formatting Tips

Understanding the Custom Types

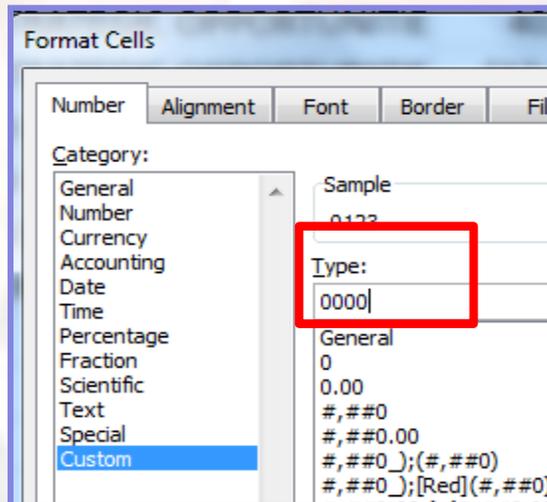
The format types in this section are different from the pre-set options. They are filled with symbols and codes. The examples below show how the number -22.15 would be displayed with the selected custom formatting type.

Type: `#,##0.00_);[Red](#,##0.00)` (22.15)

Type: `[$#,##0_);[Red]($#,##0)` (\$22)

Type: `#,##0.00_);(#,##0.00)` (22.15)

You can also create a custom type by entering a code. For example if you want leading zeros, type in 0000 to create your own custom code. I number like 271 would be displayed as 0271.



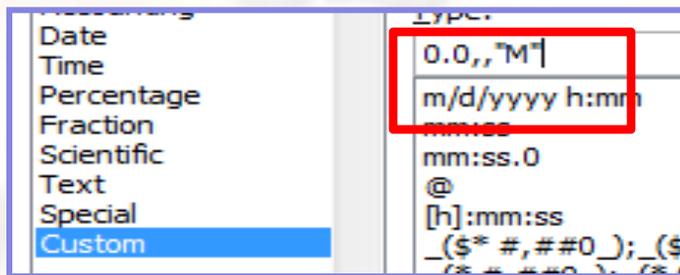
Continued on the next page



Excel Custom Number Formatting Tips

Understanding the Custom Types, continued

You can create a custom code for displaying large numbers. The code 0.00,,"M" would display 12345678 as 12.3 M



As you can see, there are many options for displaying numbers, from general formats to custom formats that meet your unique requirements. There are four parts or sections to a Custom Number Format rule. The first section is required while the additional three are optional. Each section is divided up by the use of a semi-colon (;). Here is what each part of the number format rule represents:

1. If the number is positive then do this...
2. If the number is negative then do this...
3. If the number equals zero then do this...
4. If the value is not a number then do this...

Need Help? Contact Us

Wouldn't your business benefit from implementing our expertise? Info Express Virtual Business Consultants offers Excel data analysis services, Excel coaching, and Excel one-on-one or small group online training as well as other services. See the website for a complete list of the ways we can help you - InfoExpressVBC.com. Please contact us at (561) 289-9484 or sharon_daniel@att.net to discuss your needs.