UNDERSTANDING FONT FORMATTING

Font formatting refers to the process of changing the appearance of the numbers and text in your worksheet. Font formatting can be used to make your data easier to read and comprehend, and generally more appealing to look at than just a series of numbers and words. Font formatting can also be used to draw attention to or away from key elements in your worksheet.

Font Formatting

Font is a general computer term and refers to the style, size and colour of the text and numbers in your worksheet. There are many different font styles available and they have been given all sorts of names such as *Calibri*, *Arial*, *Bodoni*, *Rockwell*, *Script*, and the like. No matter what you type into a worksheet it will need to have a font style. The default font style in Excel 2016 is *Calibri*. Font styles are installed on your computer and are available for any Office application that you should choose to use.

In addition to the style of font you can also change its size and colour. Finally, many font styles have attributes such as **bolding**, *italics* and <u>underlining</u> that can also be applied.

	A	B	C	D	E	F
1	**Alpheius Global Enterprises**					
2	**Revenue**					
3						
4		**Auckland**	**Dublin**	**Melbourne**	**New York**	**Total**
5						
6	*January*	1,050,254	1,547,000	1,488,369	1,523,124	**5,608,747**
7	*February*	1,524,294	1,685,548	1,599,854	1,789,552	**6,599,248**
8	*March*	3,521,487	2,985,448	2,741,221	2,521,447	**11,769,603**
9	**1st Quarter**	**6,096,035**	**6,217,996**	**5,829,444**	**5,834,123**	**23,977,598**
10						

The Tools for Formatting Fonts

Font formatting can be accomplished in a similar way to many other tasks in Excel – by selecting the cell or range to change, then making the changes. You can make font formatting changes in a variety of ways. You can change the fonts by:

- using the commands in the ***Font*** group on the ***Home*** tab of the ribbon
- using the options on the ***Font*** tab of the ***Format Cells*** dialog box
- right-clicking and using the mini-toolbar that appears with the shortcut menu.

It doesn't matter which of these methods you use to apply your formatting as they all have the same results. However, not all font formatting options can be found entirely in one of these locations.

Simple Rules for Font Formatting

When applying font formatting, you may wish to consider the impact it will have on those who view your worksheet. There are a few general rules of formatting that apply to font formatting.

- Avoid using too many different font styles in the one worksheet. Too many font styles will draw the reader's attention away from your work.
- Use colour and bolding to accentuate your work. For example, if you need to highlight negative values you might wish to change them to red.
- Take care with using too much colour as some colours will not print well in black and white. If you are going to print your data in black and white use colour sparingly and stick with bolding as a way to accentuate your data.

WORKING WITH LIVE PREVIEW

Live Preview helps you to apply the right font formatting effect by displaying a preview of the effect before it is actually applied. This allows you to see how different fonts will change the appearance of your worksheet, without making any permanent changes. *Live Preview* changes the appearance of your text as you point to a font formatting option in a gallery or list.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Font Formatting_1.xlsx...

Click in cell **B4**, hold down

1 Shift, then click in cell **F4** to select the headings in the worksheet

Let's use Live Preview to see what these headings would look like with different fonts applied to them…

Click on the **Home** tab, then click on the drop arrow for **Font** in the **Font** group

A gallery of available font options will be displayed…

Point to a few fonts to view how the selected range in the worksheet changes to preview that font

Make sure you 'point to' and don't click on a font in the Font gallery, as clicking on a font will apply the font to the selected text rather than simply showing a preview…

Click on the drop arrow for **Font** in the **Font** group again to close the list without selecting an option at this stage

For Your Reference…

To **work** with *Live Preview*:

1. Select the text that you want to modify
2. Point to the option on the ribbon that you want to preview

Handy to Know…

- *Live Preview* works with most formatting commands that display a list or gallery of options for you. It is designed to help you choose by showing you what the selected area would look like with a particular option from the list or gallery.

CHANGING FONTS

The appearance that you choose for your text is referred to as the **font** or **typeface**. Font traditionally refers to a combination of typeface, style and size in points (e.g. Arial Bold 12 pt). In

Excel 2016, **font** just refers to the typeface or shape of the letters. Typical classic fonts include Times New Roman, Arial, Century Gothic and COPPERPLATE.

Try This Yourself:

Same File

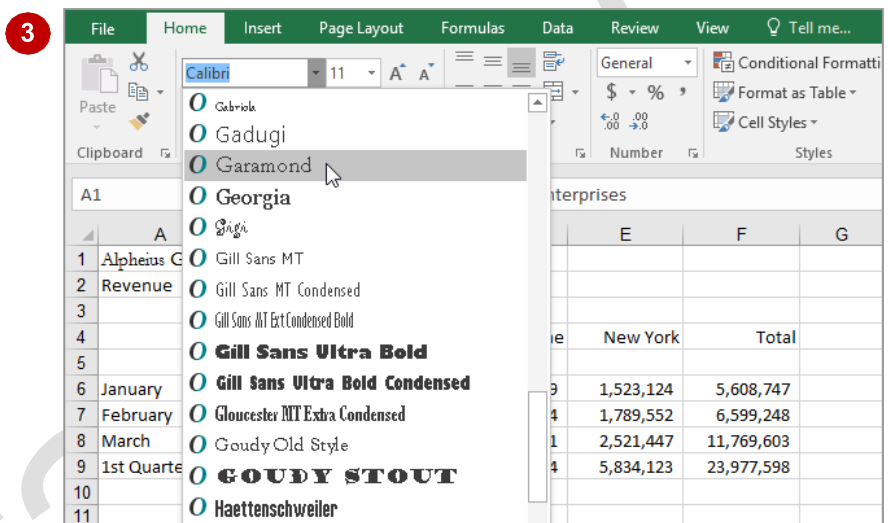*Continue using the previous file with this exercise, or open the file Font Formatting_1.xlsx...*

1 Click in cell **A1** to make the main heading the active cell

2 Click on the **Home** tab, then click on the drop arrow for **Font** in the **Font** group to display a gallery of available fonts

3 Point to **Arial Narrow**, then **Book Antiqua**, **Garamond** and **Gill Sans MT**

If you don't have these fonts, try different ones. As you point to each font, the preview will change...

4 Scroll down to and click on *Comic Sans MS*, or another font of your choice if you don't have this one

This time the font formatting has changed in the cell and is no longer just a preview – it won't change now unless you make another font selection

For Your Reference…

To **apply font formatting**:

1. Select the text
2. Click on the **Home** tab, then click on the drop arrow for **Font** in the **Font** group
3. Point to a font to preview it
4. Click on the font to apply it

Handy to Know…

- When displaying the font gallery in the **Font** group on the **Home** tab, you can save time by directly navigating to a font. Simply press the first letter of the name of the font you want to preview; for example, if you want to preview Garamond, click on the **Font** command and press `G`.

CHANGING FONT SIZE

One way that text can be emphasized is by changing the *size* of the font. For example, if your normal text is 11 point, you may like to make the headings 13 point or larger. Font size may also be changed for small detailed items, such as comments or a caption. Main headings in a worksheet usually appear in a slightly larger font size than the rest of the data.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_2.xlsx...

1 Click in cell *A1* to make the main heading the active cell

2 Click on the *Home* tab, then click on the drop arrow for *Font Size* in the *Font* group

A gallery of available sizes will now be displayed...

3 Point to various sizes and notice how Live Preview shows you a preview of the result

4 Click on *16* to change the heading to *16* points

You can also change the font size by using the mini toolbar...

5 Click in cell *A2*

6 Right-click to display the mini toolbar and shortcut menu

7 Click on the drop arrow for *Font Size* in the mini toolbar and click on *14*
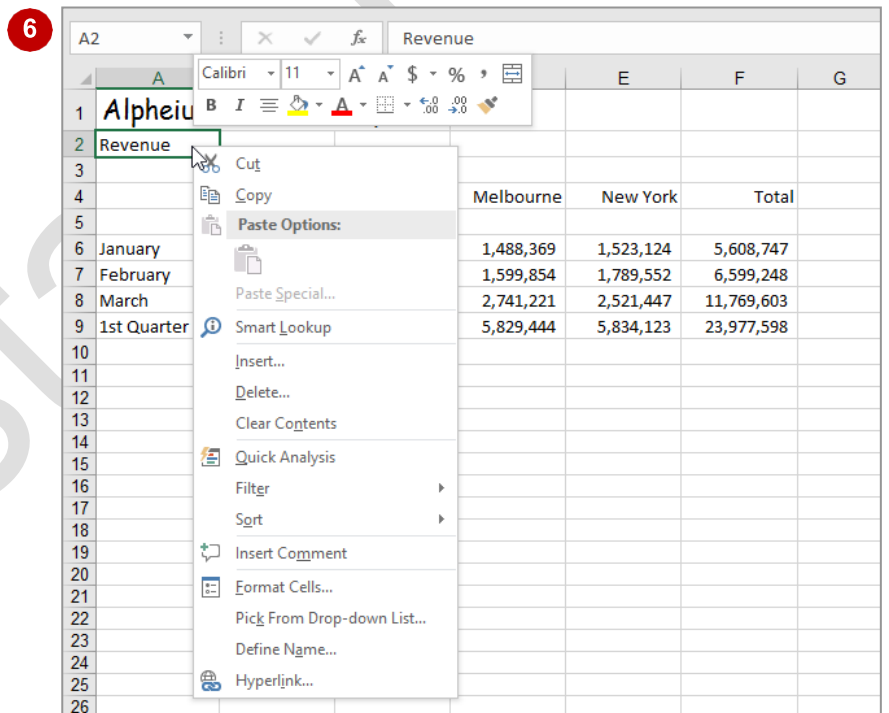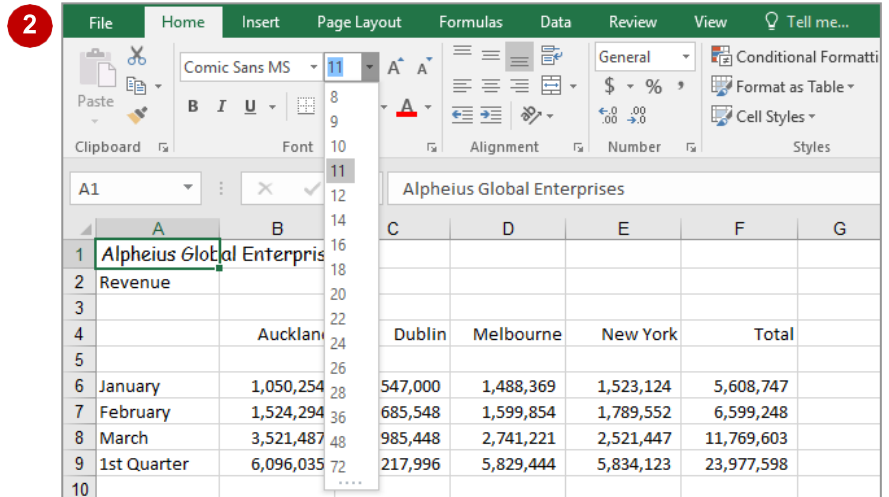
For Your Reference…

To *change font size*:

1. Select the cell or range that you want to change
2. Click on the *Home* tab, then click on the drop arrow for *Font Size* in the *Font* group
3. Click on the required font size

Handy to Know…

- A *point* (abbreviated to *pt*) is an older style imperial unit of measure used in computers. There are 6 points to an imperial inch and 1 point is equivalent to 4.23 millimetres.

GROWING AND SHRINKING FONTS

If you're not exactly sure what font size you want but you know that you want to make the text larger or smaller, you can *grow* or *shrink* the font. *Increase Font Size* and *Decrease Font*

Size use the font sizes listed under *Font Size*. Each time you click on either of these tools, the font size will increase or decrease by the next sizing in the gallery of sizes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_3.xlsx...

1 Click in cell **B4**, hold down Shift, then click in cell **F4** to select the range **B4:F4**

2 Click on the **Home** tab, then click twice on **Increase Font Size** in the **Font** group to increase the size of the headings to **14** points

The size here increased from 11 to 14 in accordance with the steps of sizes in the font size list (i.e. 9, 10, 11, 12, 14, 16, 18…)…

3 Click four times on **Decrease Font Size** in the **Font** group to decrease the size of the headings to **9** points

4 Click on **Increase Font Size** in the **Font** group until the headings increase to **12** points

1

	A	B	C	D	E	F	G
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
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9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

2

	A	B	C	D	E	F	G
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
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9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
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3

	A	B	C	D	E	F	G
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
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9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
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	A	B	C	D	E	F	G
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

For Your Reference…

To *grow* or *shrink* the *font*:

- Click on the **Home** tab, then select the text and click on **Increase Font Size** in the **Font** group, or
- Click on **Decrease Font Size** in the **Font** group

Handy to Know…

If you prefer to use the keyboard, use the sequence:

- Alt, H, F, G to increase font size, and
- Alt, H, F, K to shrink font size.

MAKING CELLS BOLD

One of the most common ways of emphasising data is to make it **bold**. Bold data is darker in appearance because the letters are thicker, but it retains the same shape as normal data. The intensity of **bold** data draws the reader's eye directly to it so that they read the most important information first. Like all formatting features, cells must be selected before they can be made bold.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_4.xlsx...

1. Click in cell **A6**, hold down ⇧Shift, then click in cell **A9** to select the range **A6:A9**

2. Click on the **Home** tab, then click on **Bold** in the **Font** group to make the cells appear bold

3. Click in cell **B9**, hold down ⇧Shift, then click in cell **F9** to select the range **B9:F9**

4. Right-click on the selected range to display the mini toolbar and the shortcut menu

5. Click on **Bold** to bold the selected cells

   Notice that the shortcut menu disappears but the mini toolbar remains greyed out as you point to the selected range…

6. Click in cell **A1** to deselect the previous range

For Your Reference…

To **make data bold**:

1. Select the cell or range
2. Click on the **Home** tab, then click on **Bold** in the **Font** group

Handy to Know…

- Bold text is created by replacing the original letters with a darker, thicker version of them. Many typefaces, such as Times New Roman, have a series of typeface variations such as normal, **bold**, *italics* and ***bold italics***. When you apply bold, Excel replaces your normal typeface with a bold version of it.

ITALICISING TEXT

Italic text is a typeface variation that slants to the right. It was originally based on calligraphy and is used to emphasise text for a variety of special reasons. For example, you can use *italics* for product or scientific names, place names, foreign words, quotations, etc. It is a softer form of emphasis than bold, although both can be added together for even more dramatic effect.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_5.xlsx...

1 Click in cell *A6*, hold down `Shift`, then click in cell *A9* to select the range *A6:A9*

2 Click on the *Home* tab, then click on *Italics* in the *Font* group to italicise the cells

Notice that the previous bolding remains and that the commands for bold and italics in the ribbon appear in a different colour to indicate that both of these effects have been applied to the selected range…

3 Click in cell *B4*, hold down `Shift`, then click in cell *F4* to select the range *B4:F4*

4 Right-click on the selected range to display the mini toolbar and the shortcut menu

5 Click on *Italics* to italicise the selected cells

Notice that the shortcut menu disappears but the mini toolbar remains as you point to the selected range…

6 Click in cell *A1* to deselect the previous range

	A	B	C	D	E	F	G
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
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9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

2

	A	B	C	D	E	F	G
1	Alpheius Global Enter						
2	Revenue						
3							
4		Auckland				Total	
5							
6	January	1,050,254			3,124	5,608,747	
7	February	1,524,294			9,552	6,599,248	
8	March	3,521,487			1,447	11,769,603	
9	1st Quarter	6,096,035			1,123	23,977,598	

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- Cut
- Copy
- Paste Options:
- Paste Special…
- Smart Lookup
- Insert…
- Delete…
- Clear Contents
- Quick Analysis
- Filter
- Sort
- Insert Comment
- Format Cells…
- Pick From Drop-down List…
- Define Name…
- Hyperlink…

4

For Your Reference…

To *italicise text*:
1. Select the text
2. Click on the *Home* tab
3. Click on *Italics* in the *Font* group

Handy to Know…

- You can apply multiple effects (bolding, italicising, underlining, etc.) to cells and ranges. The relevant command tools on the ribbon will change colour to indicate what effects have been applied.

UNDERLINING TEXT

An underline is one or more lines appearing immediately below text in a cell. This may sound straightforward, but in Excel it is easy to confuse **underlining** with placing a **border** under a cell.

Underlining applies a line directly under text within a cell, whereas bordering applies a border around all or one of the edges of a cell, not the text within the cell.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_6.xlsx...

1 Click in cell **A1** to select the cell with the main heading

2 Click on the **Home** tab, then click on **Underline** in the **Font** group to underline the text in cell **A1**

You can also underline just part of the text within a cell...

3 Click on **Underline** in the **Font** group to remove the underlining from the text

4 Double-click on the word **Global** in the **Formula Bar** to select it

5 Click on **Underline** in the **Font** group to underline the word **Global**

6 Click in cell **A3** to see the changes more clearly

1

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

2

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
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4

A1   fx   Alpheius Global Enterprises

	A	B	C	D	E	F	G
1	Global E						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	

6

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

For Your Reference…

To **underline text**:

1. Select the cell, range or text
2. Click on the **Home** tab
3. Click on **Underline** in the **Font** group

Handy to Know…

- Underlining should be used sparingly in worksheets because it makes text more difficult to read.
- If you click on the drop arrow for **Underline** you will also have the options of applying a double underline.

CHANGING FONT COLOURS

In Excel, the colour of text in cells can be changed. Colour can be used to reflect a corporate brand identity, to impart a mood, or just to make a worksheet look more interesting. With colour, as with many of the other font formatting features, less is more – if you use too many colours, you risk confusing the reader.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_7.xlsx...

1 Click in cell **B4**, hold down Shift, then click in cell **F4** to select the range **B4:F4**

2 Click on the **Home** tab, then click on the drop arrow for **Font Colour** in the **Font** group to display a gallery of colour options

3 Point to different colours and notice how Live Preview displays the text in the selected cells in the various colours

4 Select **Purple** under **Standard Colours** to change the colour of the text, then click in cell **A3** to see the change more clearly

For Your Reference…

To **change text colour**:
1. Select the cell, range or text
2. Click on the **Home** tab, then click on the drop arrow for **Font Colour** in the **Font** group
3. Click on the colour of your choice

Handy to Know…

- Once you have selected a colour, it will appear in the **Font Colour** tool in the ribbon. You can then click on the tool rather than the drop arrow to apply the colour elsewhere.

- You can remove a font colour by selecting **Automatic** in the palette swatch.

CHANGING BACKGROUND COLOURS

To make your worksheets more striking, Excel allows you to change the **background colours** of cells and ranges. This is particularly useful for highlighting key data or placing emphasis on

headings across columns or down rows. In Excel jargon when you change the background colour of a cell you are changing its **fill** colour.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_8.xlsx...

1 Click in cell **B4**, hold down `Shift`, then click in cell **F4** to select the range **B4:F4**

2 Click on the **Home** tab, then click on the drop arrow for **Fill Colour** in the **Font** group to display a gallery of background colour options

3 Point to different colours and notice how Live Preview displays the background in the selected cells in the various colours

4 Select **Red, Accent 2, Lighter 60%** to change the colour of the background (or **fill**) to a pink colour, then click in cell **A3** to see the changes more clearly

①

▲	A	B	C	D	E	F	G
3							
4		*Auckland*	*Dublin*	*Melbourne*	*New York*	*Total*	
5							
6	**January**	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	**February**	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	**March**	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	**1st Quarter**	**6,096,035**	**6,217,996**	**5,829,444**	**5,834,123**	**23,977,598**	
10							

②

④

▲	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Revenue						
3							
4		*Auckland*	*Dublin*	*Melbourne*	*New York*	*Total*	
5							
6	**January**	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	**February**	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	**March**	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	**1st Quarter**	**6,096,035**	**6,217,996**	**5,829,444**	**5,834,123**	**23,977,598**	
10							

For Your Reference…

To **change** the **background colour** of **cells**:

1. Select the cell, range or text
2. Click on the **Home** tab, then click on the drop arrow for **Fill Colour** in the **Font** group
3. Click on the colour of your choice

Handy to Know…

- You can clear the background colour of a selected cell by selecting **No Fill** in the colour swatch.
- You can display additional background fill colours in the colour swatch by selecting **More Colours**.

USING THE FORMAT PAINTER

The process of formatting text involves first selecting the cells or text to be changed and then applying the formatting. If you have a lot of changes to make, this can become quite time-consuming and difficult to reproduce exactly. Fortunately, the *Format Painter* tool allows you to copy the formatting from one cell or range to another.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_9.xlsx...

1 Click in cell **B4** to select it

This has a background fill, different coloured text, and a slightly larger font than standard…

2 Click on the **Home** tab, then click on **Format Painter** in the **Clipboard** group

The mouse pointer will change to include a representation of a paint brush. A marquee will also appear around the cell or range where the formatting is being copied from…

3 Click in cell **A6**, then click and drag to cell **A8** to apply the formatting to the range **A6:A8**

4 Click in cell **A3** to see the changes more clearly

In our example the heading text was also aligned to the right of the cell. The Format Painter also picks up any alignment options and applies them to the new area

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	A	B	C	D	E	F	G
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
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9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
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②

	A	B	C	D	E	F	G
3							
4	⊕	Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

③

	A	B	C	D	E	F	G
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

④

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

For Your Reference…

To **use** the **format painter**:

1. Select the cell or range to copy the formatting from
2. Click on the **Home** tab, then click on **Format Painter** in the **Clipboard** group
3. Select the text to be formatted

Handy to Know…

- If you double-click on the *Format Painter* (on the *Home* tab, in the *Clipboard* group) you can keep pasting the format until you press Esc or click on the *Format Painter* again.

- When you paste a format it will replace any previous font formatting.

APPLYING STRIKETHROUGH

Strikethrough refers to the placement of a line through text, as in ~~strikethrough~~. Strikethrough allows you to cross out selected text without actually deleting it. It is particularly useful for legal documents, for making suggested changes to a colleague's or student's work, or as a means of showing that something has expired or elapsed but still needs to be displayed.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_10.xlsx...

1 Click in cell **B6**, hold down the Shift key and click in cell **B8** to select the range **B6:B8**

There is no ribbon command for strikethrough so we'll need to access it through a dialog box…

2 Click on the **Home** tab, then click on the dialog box launcher for the **Font** group to display the **Format Cells** dialog box with the **Font** tab active

3 Click on **Strikethrough** in **Effects** so it appears ticked, then click on **[OK]**

The values in the selected cells will now appear with a horizontal line through them. Notice that this has not had any effect on the formulas in the worksheet – the data is still as it was before, except that it now has the strikethrough line through it

For Your Reference…

To *apply strikethrough*:

1. Select the cell, range or text
2. Click on the dialog box launcher for the **Font** group
3. Click on **Strikethrough** until it appears ticked then click on **[OK]**

Handy to Know…

- Some people prefer to apply a different fill colour in lieu of strikethrough. Choose whichever option is best for your situation.

SUBSCRIPTING TEXT

Subscript text is text that appears below the normal position of letters and is slightly smaller in size, usually around ⅔ of normal text. It is usually used in mathematical formulas, for example, $Z_{k+n,m} = Z_{k,m}$ and in chemical formulas and other scientific notation, such as ammonia, which is NH_3, and methylene chloride, which is CH_2Cl_2.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_11.xlsx...

1 Click in cell *A1* to select the cell with the main heading

2 Click at the end of the text in the *Formula Bar*, press [Space] to insert a space, then type **(UK Division)**

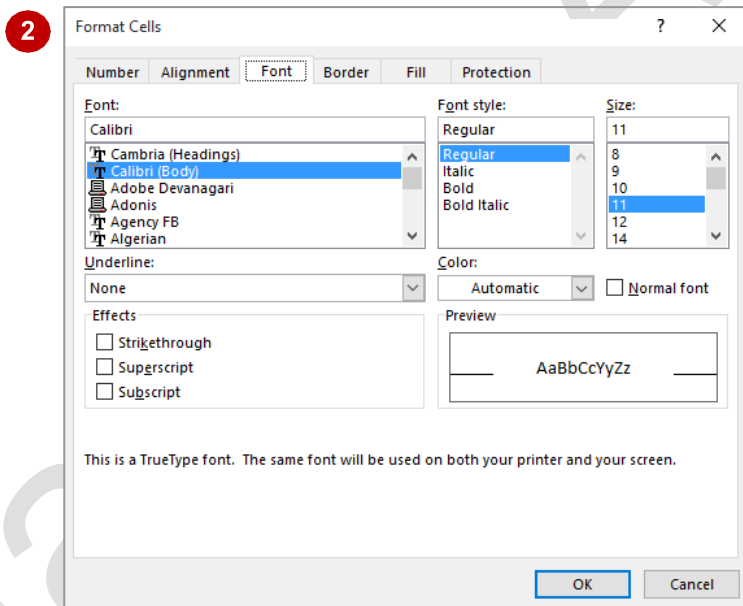**3** Click to the left of the new text and drag the mouse over it to select it

4 Click on the *Home* tab, then click on the dialog box launcher for the *Font* group to display the *Format Cells* dialog box with the *Font* tab active

5 Click on *Subscript* in *Effects* until it appears with a tick, then click on **[OK]**

You won't see much change here until you actually deselect A1…

6 Click in cell *A3* to make it the active cell

1
	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York		Total
5							

3
A1 · : × ✓ *fx* Alpheius Global Enterprises (UK Division)
	A	B	C	D	E	F	G
1	Division)						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York		Total
5							

4

Format Cells ? ×

Font

Font: Comic Sans MS
- Century Schoolbook
- Chiller
- Colonna MT
- Comic Sans MS
- Consolas
- Constantia

Font style: Regular
- Regular
- Italic
- Bold
- Bold Italic

Size: 16
- 11
- 12
- 14
- 16
- 18
- 20

Underline: None

Color: Automatic ☐ Normal font

Effects
- ☐ Strikethrough
- ☐ Superscript
- ☐ Subscript

Preview: *AaBbCcYyZz*

This is a TrueType font. The same font will be used on both your printer and your screen.

[OK] [Cancel]

6
	A	B	C	D	E	F	G
1	Alpheius Global Enterprises (UK Division)						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York		Total
5							

For Your Reference…

To *apply subscripting*:

1. Select the cell, range or text
2. Click on the dialog box launcher for the *Font* group
3. Click on *Subscript* in *Effects* until it appears with a tick, then click on **[OK]**

Handy to Know…

- Subscripting is most useful for mathematical and scientific notations.

SUPERSCRIPTING TEXT

Superscript text is text that appears above the normal position of letters and is slightly smaller in size, usually around ⅔ of normal text. It is often used in mathematical formulas, for example when expressing the powers of a number, e.g. $2 \times 2 = 2^2$, and is also used for ordinals such as 2nd and 25th and in chemistry for variations in elements known as isotopes, such as ^{12}C and ^{13}C for carbon.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Font Formatting_12.xlsx...

1 Click in cell *A9* to make it the active cell

2 Click to the left of *st* in the *Formula Bar*, then drag with the mouse to select it

3 Click on the *Home* tab, then click on the dialog box launcher for the *Font* group to display the *Format Cells* dialog box with the *Font* tab active

4 Click on *Superscript* in *Effect* until it appears with a tick, then click on **[OK]**

5 Click in cell *A3* to see the changes more clearly

	A	B	C	D	E	F	G
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

A9 — fx 1st Quarter

	A	B	C	D	E	F	G
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises (UK Division)						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1,050,254	1,547,000	1,488,369	1,523,124	5,608,747	
7	February	1,524,294	1,685,548	1,599,854	1,789,552	6,599,248	
8	March	3,521,487	2,985,448	2,741,221	2,521,447	11,769,603	
9	1st Quarter	6,096,035	6,217,996	5,829,444	5,834,123	23,977,598	
10							

For Your Reference…

To *apply superscripting*:

1. Select the cell, range or text
2. Click on the dialog box launcher for the *Font* group
3. Click on *Superscript* in *Effect* until it appears with a tick, then click on **[OK]**

Handy to Know…

- Superscripting is most useful for mathematical and scientific notations.

UNDERSTANDING NUMBER FORMATTING

In Excel there are always two aspects to a number: how the number presents on the screen (known as *formatting*) and the underlying value of the number. Take 2% as an example – on the screen it is formatted to appear as a number with a percentage sign, whereas the real value in the cell is .02.

Number Formatting – The *Veil* Placed Over Numbers

All calculations in Excel are performed using numbers – this is only logical. So, when you want to perform a calculation, you type the numbers in various cells, then create formulas to reference those numbers. How do you show what those numbers represent? For example, how do you show you are working with *currency*, or *percentages*, or even *dates* (which in Excel are really *numbers*)?

Excel allows you to show these representations using *number formatting*. With number formatting you change the way a number looks so that it makes immediate sense to the reader of your worksheet. The underlying value of number, however, remains unchanged. For example, instead of showing sales tax in a worksheet as *.1* you show it as *10%*, to show *12889.95* as currency it would appears *$12,889.95* or *€12,889.95* (depending upon the currency you are working with), and to show *44104* as a date you show it as *30-Sep-2020* (remember, dates are actually *numbers* representing the number of days from January 1, 1900).

The following worksheet contains formatted numbers:

	A	B	C	D	E	F	G	H	I	J
1	**Sales Earnings**									
2										
3	**Employee No**	**First Name**	**Last Name**	**Date Started**	**Height (Mtr)**	**Weight (Kg)**	**Total Sales**	**Com'n %**	**Commission**	
4	2344	John	Smith	3/10/2003	1.85	69.3	8220266	0.02	164405.32	
5	3433	Mary	Henry	12/04/2004	2.1	75.22	12771833	0.02	255436.66	
6	3233	Harry	Ulin	2/03/1999	1.797	87.9	35324399	0.02	706487.98	
7	5445	Jim	Harrison	4/07/1992	2.21	95.66	17338194	0.02	346763.88	
8	3333	Larry	Graham	14/05/2005	1.935	89.44	9670630	0.02	193412.6	
9	4444	David	Jenkins	6/02/2007	1.65	68.3	6152310	0.03	184569.3	
10	3332	Ian	Quinn	26/03/1995	1.862	69.32	36973644	0.03	1109209.32	
11	9887	Horace	Smyth	23/12/2001	1.77	80.48	10755146	0.03	322654.38	
12	4646	Yolanda	Victor	5/06/1989	1.62	80.52	5061883	0.04	202475.32	
13	5555	Quentin	Engels	3/04/2001	1.9	78.4	13329586	0.05	666479.3	
14										
15							155597891		4151894.06	
16										

With the formatting removed from the numbers the worksheet looks as follows:

	A	B	C	D	E	F	G	H	I	J
1	**Sales Earnings**									
2										
3	**Employee No**	**First Name**	**Last Name**	**Date Started**	**Height (Mtr)**	**Weight (Kg)**	**Total Sales**	**Com'n %**	**Commission**	
4	2344	John	Smith	37897	1.85	69.3	8220266	0.02	164405.32	
5	3433	Mary	Henry	38089	2.1	75.22	12771833	0.02	255436.66	
6	3233	Harry	Ulin	36221	1.797	87.9	35324399	0.02	706487.98	
7	5445	Jim	Harrison	33789	2.21	95.66	17338194	0.02	346763.88	
8	3333	Larry	Graham	38486	1.935	89.44	9670630	0.02	193412.6	
9	4444	David	Jenkins	39119	1.65	68.3	6152310	0.03	184569.3	
10	3332	Ian	Quinn	34784	1.862	69.32	36973644	0.03	1109209.32	
11	9887	Horace	Smyth	37248	1.77	80.48	10755146	0.03	322654.38	
12	4646	Yolanda	Victor	32664	1.62	80.52	5061883	0.04	202475.32	
13	5555	Quentin	Engels	36984	1.9	78.4	13329586	0.05	666479.3	
14										
15							155597891		4151894.06	
16										

Formatting can also be applied as you type. For example, if you type *30/9/2020* Excel will place the number *44104* in the cell but will format this number as a date and show it as you typed it. There are also a range of number formatting options on the ribbon that allow you to apply formatting to numbers after they have been entered into a worksheet.

APPLYING GENERAL FORMATTING

The **Number Format** command in the **Number** group on the **Home** tab contains a drop arrow that provides a gallery of the more commonly used number formats. You can apply these formats easily and quickly to a selected cell or range of cells in the worksheet.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Number Formatting_1.xlsx…

1 Click in cell **D4**, hold down **Shift**, then click in cell **D13** to select the range containing dates

2 Click on the **Home** tab, then click on the drop arrow for **Number Format** in the **Number** group to see a gallery of number formats

3 Click on **Long Date** to make the short dates in the selected range appear as long dates

4 Click in cell **E4**, hold down **Shift**, then click in cell **E13** to select the range containing units of measure

5 Click on the drop arrow for **Number Format**, then select **Number** to display these as numbers with **2** decimal places

6 Repeat the above steps to change **G4:G13** to **Currency**

7 Repeat the above steps and change the following ranges as shown:

H4:H14   Percentage
I4:I4   Accounting
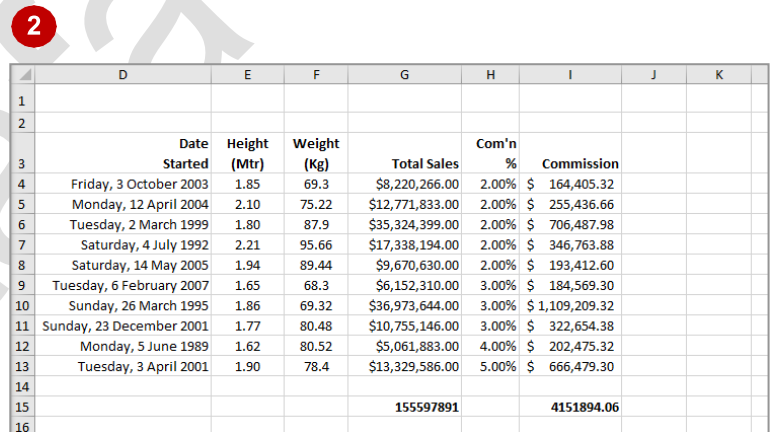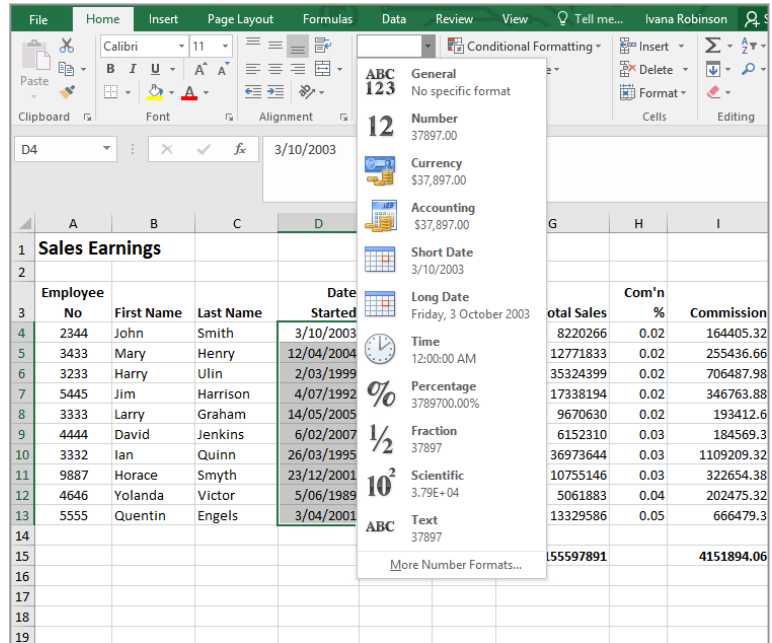
For Your Reference…

To **apply general formatting** to **numbers**:

1. Select the range to format
2. Click on the **Home** tab, then click on the drop arrow for **Number Format** in the **Number** group
3. Click on the desired number format

Handy to Know…

- Excel may appear to round values up or down as necessary – however, the value in the cell does not change. Sometimes you'll see minor rounding discrepancies.

- The **Currency** format shows the currency format and symbol appropriate to the country your computer is configured for.

FORMATTING FOR MONEY

When you select **Currency** or **Accounting** from the **Number Format** gallery, Excel will format the selected range using the using the default currency format for your computer. For example, in Australia numbers are formatted with $ signs, while in the UK they are formatted with £ signs. The **Accounting Number Format** icon provides you with access to other currencies.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Number Formatting_2.xlsx...

1 Click in cell **G4**, hold down `Shift`, then click in cell **G13** to select the values in the **Total Sales** column

2 On the **Home** tab, click on **Accounting Number Format** in the **Number** group to display the selected cells in an accounting number format

3 Click on the drop arrow for **Accounting Number Format**, then select **£ English (United Kingdom)** to show the range in UK pounds

4 Click on the drop arrow for **Accounting Number Format**, then select **€ Euro (€ 123)** to show the range in euros

5 Click on the drop arrow for **Number Format**, then select **Currency** to display the range in the local currency as determined by your computer
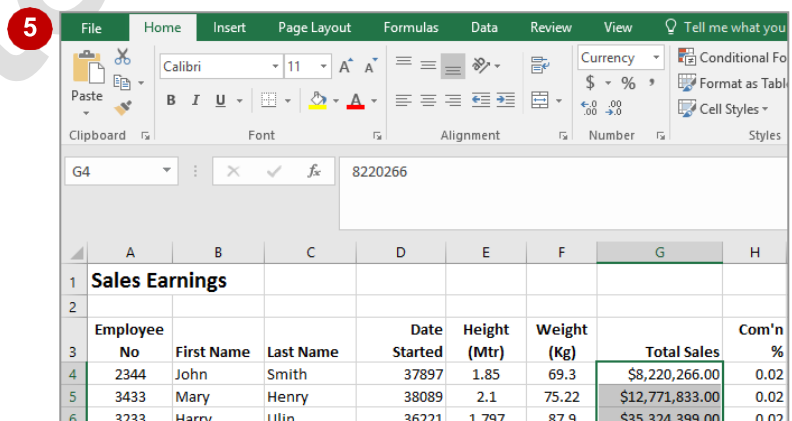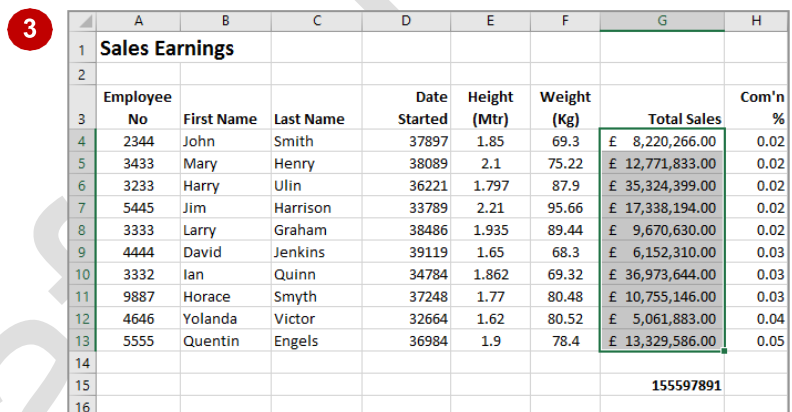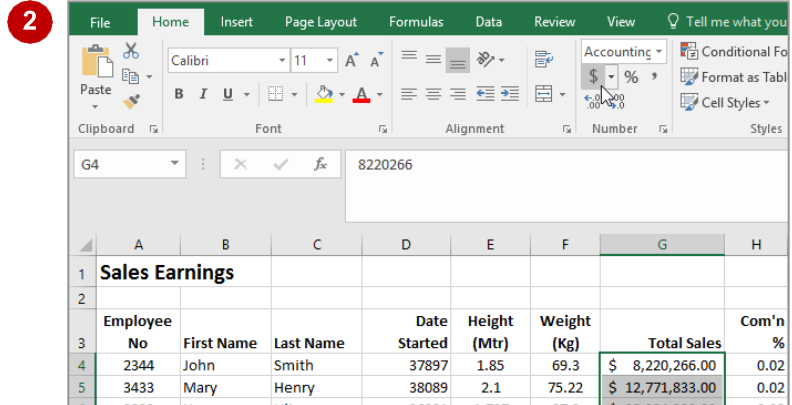
For Your Reference…

To **format** a **range** as **Currency**:

1. Select the range to format
2. Click on the **Home** tab, then click on the drop arrow for **Accounting Number Format** in the **Number** group
3. Click on the desired currency format

Handy to Know…

- There is no numeric difference between the **Accounting** and the **Currency** formats, only visual. With the **Accounting** format the currency symbol appears at the left of the cell and there is a space between the value and the right side of the cell.

FORMATTING PERCENTAGES

Formatting percentages can appear to be a little tricky at first. The **percentage formats** in Excel multiply a value by 100 and add on a **%** sign to the cell value. However, no underlying value is changed. The percentage format simply shows the number as a percentage of 100. Therefore if you want Excel to show a value as **20%** you will need to have **.2** in the cell.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Number Formatting_3.xlsx...

1 Click in cell **H4**, hold down `Shift` and click in cell **H13** to select the values in the **Com'n %** column

2 On the **Home** tab, click on **Percent Style** in the **Number** group to display the selected cells as percentages

Spend a few moments looking at how Excel displays the percentages

	A	B	C	D	E	F	G	H
1	Sales Earnings							
2								
3	Employee No	First Name	Last Name	Date Started	Height (Mtr)	Weight (Kg)	Total Sales	Com'n %
4	2344	John	Smith	37897	1.85	69.3	$8,220,266.00	0.02
5	3433	Mary	Henry	38089	2.1	75.22	$12,771,833.00	0.02
6	3233	Harry	Ulin	36221	1.797	87.9	$35,324,399.00	0.02
7	5445	Jim	Harrison	33789	2.21	95.66	$17,338,194.00	0.02
8	3333	Larry	Graham	38486	1.935	89.44	$9,670,630.00	0.02
9	4444	David	Jenkins	39119	1.65	68.3	$6,152,310.00	0.03
10	3332	Ian	Quinn	34784	1.862	69.32	$36,973,644.00	0.03
11	9887	Horace	Smyth	37248	1.77	80.48	$10,755,146.00	0.03
12	4646	Yolanda	Victor	32664	1.62	80.52	$5,061,883.00	0.04
13	5555	Quentin	Engels	36984	1.9	78.4	$13,329,586.00	0.05
14								
15							155597891	
16								

1

	A	B	C	D	E	F	G	H
1	Sales Earnings							
2								
3	Employee No	First Name	Last Name	Date Started	Height (Mtr)	Weight (Kg)	Total Sales	Com'n %
4	2344	John	Smith	37897	1.85	69.3	$8,220,266.00	2%
5	3433	Mary	Henry	38089	2.1	75.22	$12,771,833.00	2%
6	3233	Harry	Ulin	36221	1.797	87.9	$35,324,399.00	2%
7	5445	Jim	Harrison	33789	2.21	95.66	$17,338,194.00	2%
8	3333	Larry	Graham	38486	1.935	89.44	$9,670,630.00	2%
9	4444	David	Jenkins	39119	1.65	68.3	$6,152,310.00	3%
10	3332	Ian	Quinn	34784	1.862	69.32	$36,973,644.00	3%
11	9887	Horace	Smyth	37248	1.77	80.48	$10,755,146.00	3%
12	4646	Yolanda	Victor	32664	1.62	80.52	$5,061,883.00	4%
13	5555	Quentin	Engels	36984	1.9	78.4	$13,329,586.00	5%
14								
15							155597891	
16								

2

For Your Reference…

To **format cells** as **Percentages**:

1. Select the range to format
2. Click on the **Home** tab, then click on **Percent Style** in the **Number** group

Handy to Know…

- You can actually type a formatted percentage directly into a new cell. For example, if you type **15%** into cell **D20** the value in **D20** will actually be entered as **.15** but will display as typed.

FORMATTING AS FRACTIONS

Excel allows you to format numbers with decimal places as *fractions*. This can be useful, however the way the fractions are displayed can make them difficult to read. For example, when *3.5* is formatted as a fraction, it would ideally be displayed as *3 ½*; however, Excel displays it as *3 1/2*, which is less clear and significantly harder to read.

<table>
<tr><td rowspan="13">

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Number Formatting_4.xlsx...

1 Click in cell **E4**, hold down `Shift`, then click in cell **E13** to select the values in the **Height** column

2 On the **Home** tab, click on the drop arrow for **Number Format** in the **Number** group and select **Fraction** to display the range with fractions where relevant

</td></tr>
</table>

	A	B	C	D	E	F	G	H
1	Sales Earnings							
2								
3	Employee No	First Name	Last Name	Date Started	Height (Mtr)	Weight (Kg)	Total Sales	Com'n %
4	2344	John	Smith	37897	1.85	69.3	$8,220,266.00	2%
5	3433	Mary	Henry	38089	2.1	75.22	$12,771,833.00	2%
6	3233	Harry	Ulin	36221	1.797	87.9	$35,324,399.00	2%
7	5445	Jim	Harrison	33789	2.21	95.66	$17,338,194.00	2%
8	3333	Larry	Graham	38486	1.935	89.44	$9,670,630.00	2%
9	4444	David	Jenkins	39119	1.65	68.3	$6,152,310.00	3%
10	3332	Ian	Quinn	34784	1.862	69.32	$36,973,644.00	3%
11	9887	Horace	Smyth	37248	1.77	80.48	$10,755,146.00	3%
12	4646	Yolanda	Victor	32664	1.62	80.52	$5,061,883.00	4%
13	5555	Quentin	Engels	36984	1.9	78.4	$13,329,586.00	5%
14								
15							155597891	
16								

1

	A	B	C	D	E	F	G	H
1	Sales Earnings							
2								
3	Employee No	First Name	Last Name	Date Started	Height (Mtr)	Weight (Kg)	Total Sales	Com'n %
4	2344	John	Smith	37897	1 6/7	69.3	$8,220,266.00	2%
5	3433	Mary	Henry	38089	2 1/9	75.22	$12,771,833.00	2%
6	3233	Harry	Ulin	36221	1 4/5	87.9	$35,324,399.00	2%
7	5445	Jim	Harrison	33789	2 1/5	95.66	$17,338,194.00	2%
8	3333	Larry	Graham	38486	2	89.44	$9,670,630.00	2%
9	4444	David	Jenkins	39119	1 2/3	68.3	$6,152,310.00	3%
10	3332	Ian	Quinn	34784	1 6/7	69.32	$36,973,644.00	3%
11	9887	Horace	Smyth	37248	1 7/9	80.48	$10,755,146.00	3%
12	4646	Yolanda	Victor	32664	1 5/8	80.52	$5,061,883.00	4%
13	5555	Quentin	Engels	36984	1 8/9	78.4	$13,329,586.00	5%
14								
15							155597891	
16								

2

For Your Reference…

To *format decimals* as *fractions*:

1. Select the range to format
2. Click on the *Home* tab, then click on the drop arrow for *Number Format* in the *Number* group
3. Click on *Fractions*

Handy to Know…

- Most countries in the world now use the decimal system, so there should be very little need to format values as fractions.

FORMATTING AS DATES

Dates in Excel are really sequential numbers beginning from **Jan 1, 1900** which is day number **1.** So when you type a date in Excel it is converted to the number that corresponds to the number of days from Jan 1, 1900. Excel features several different date formats for you to work with.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Number Formatting_5.xlsx...
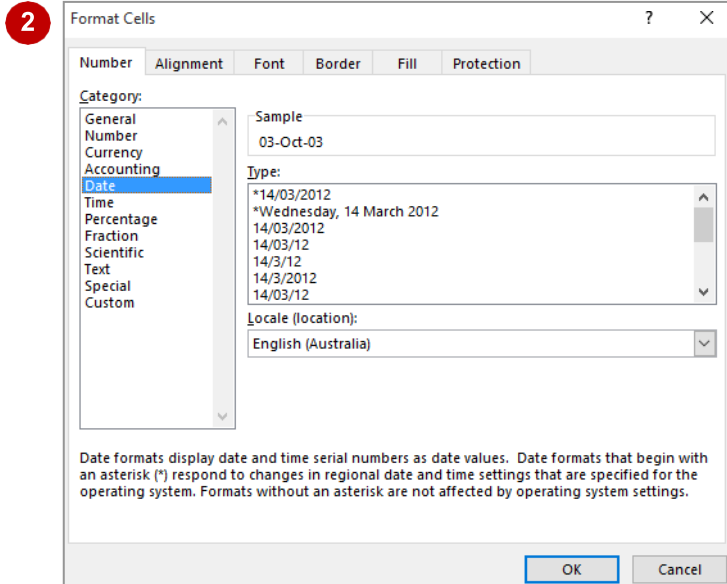
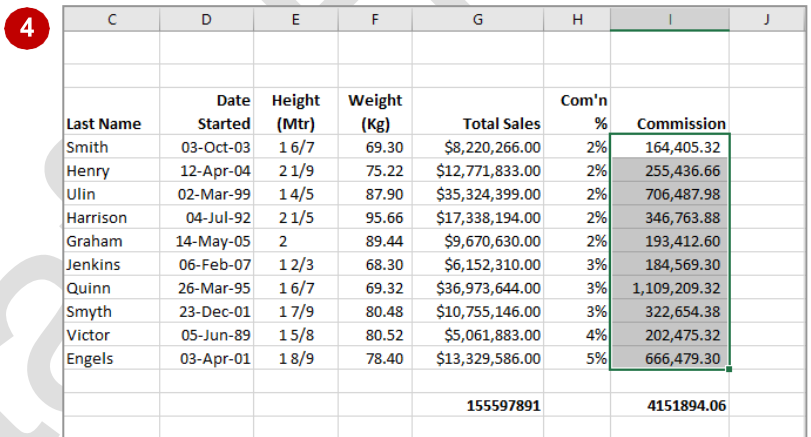**1** Click in cell **D4**, hold down `Shift`, then click in cell **D13** to select the dates shown in the **Date Started** column

2 On the **Home** tab, click on the dialog box launcher in the **Number** group

This will display the Format Cells dialog box with the Number tab active…

3 Select **Date**

4 Scroll through the list under **Type**, click on **14-Mar-12**, then click on **[OK]** to see the dates in the range in this particular date format

2

Format Cells   ?   ✕

Number | Alignment | Font | Border | Fill | Protection

Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample
03-Oct-03

Type:
*14/03/2012
*Wednesday, 14 March 2012
14/03/2012
14/03/12
14/3/12
14/3/2012
14/03/12

Locale (location):
English (Australia)

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

OK   Cancel

	A	B	C	D	E	F	G	H
1	**Sales Earnings**							
2								
3	**Employee No**	**First Name**	**Last Name**	**Date Started**	**Height (Mtr)**	**Weight (Kg)**	**Total Sales**	**Com'n %**
4	2344	John	Smith	03-Oct-03	1 6/7	69.3	$8,220,266.00	2%
5	3433	Mary	Henry	12-Apr-04	2 1/9	75.22	$12,771,833.00	2%
6	3233	Harry	Ulin	02-Mar-99	1 4/5	87.9	$35,324,399.00	2%
7	5445	Jim	Harrison	04-Jul-92	2 1/5	95.66	$17,338,194.00	2%
8	3333	Larry	Graham	14-May-05	2	89.44	$9,670,630.00	2%
9	4444	David	Jenkins	06-Feb-07	1 2/3	68.3	$6,152,310.00	3%
10	3332	Ian	Quinn	26-Mar-95	1 6/7	69.32	$36,973,644.00	3%
11	9887	Horace	Smyth	23-Dec-01	1 7/9	80.48	$10,755,146.00	3%
12	4646	Yolanda	Victor	05-Jun-89	1 5/8	80.52	$5,061,883.00	4%
13	5555	Quentin	Engels	03-Apr-01	1 8/9	78.4	$13,329,586.00	5%
14								
15							155597891	
16								

4

For Your Reference…

To **change** a **date format**:
1. Select the range to change
2. Click on the **Home** tab, then click on the dialog box launcher in the **Number** group
3. Select the desired format and click **[OK]**

Handy to Know…

- As well as date formats, Excel has time formats as well. These are useful for time arithmetic.

USING THE THOUSANDS SEPARATOR

Larger numbers can sometimes be difficult to read. For example, when you see a number such as *1324633*, it is not easy to immediately tell how many digits there are and therefore how big the number is. Using the **Comma Style** tool this number can easily be formatted to appear as **1,324,633** which is instantly much easier to read.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Number Formatting_6.xlsx...
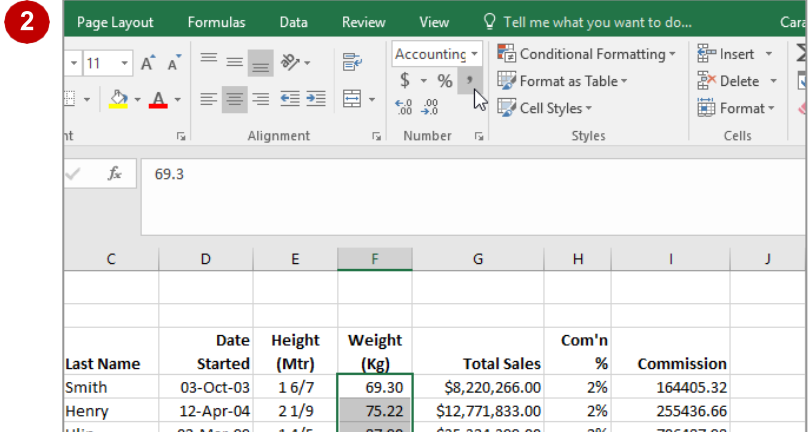
1. Click in cell **F4**, hold down Shift, then click in cell **F13** to select the values in the **Weight** column

2. On the **Home** tab, click on **Comma Style** in the **Number** group to format the numbers

   Nothing appears to have changed; the numbers aren't large enough for the comma to be applied. Excel, however, has formatted the numbers to two decimal places and right-aligned the values…

3. Click in cell **I4**, hold down Shift, then click in cell **I13** to select values in the **Commission** column

4. Click on **Comma Style** in the **Number** group to format the numbers to show commas after thousands and millions

Last Name	Date Started	Height (Mtr)	Weight (Kg)	Total Sales	Com'n %	Commission
Smith	03-Oct-03	1 6/7	69.30	$8,220,266.00	2%	164,405.32
Henry	12-Apr-04	2 1/9	75.22	$12,771,833.00	2%	255,436.66
Ulin	02-Mar-99	1 4/5	87.90	$35,324,399.00	2%	706,487.98
Harrison	04-Jul-92	2 1/5	95.66	$17,338,194.00	2%	346,763.88
Graham	14-May-05	2	89.44	$9,670,630.00	2%	193,412.60
Jenkins	06-Feb-07	1 2/3	68.30	$6,152,310.00	3%	184,569.30
Quinn	26-Mar-95	1 6/7	69.32	$36,973,644.00	3%	1,109,209.32
Smyth	23-Dec-01	1 7/9	80.48	$10,755,146.00	3%	322,654.38
Victor	05-Jun-89	1 5/8	80.52	$5,061,883.00	4%	202,475.32
Engels	03-Apr-01	1 8/9	78.40	$13,329,586.00	5%	666,479.30
				155597891		4151894.06

For Your Reference…

To **show numbers** with **commas**:

1. Select the range to format
2. Click on the **Home** tab
3. Click on **Comma Style** in the **Number** group

Handy to Know…

- By default, **Comma Style** alters the format of numbers to show two decimal places. You can adjust this later to either increase or decrease the decimal places if required.

INCREASING AND DECREASING DECIMALS

A range of numbers with variable decimal places can look untidy. Fortunately, Excel provides a number of ways to format decimal places. *Increase Decimals* and *Decrease Decimals* in the *Number* group allow you to experiment with the number of decimal places and to see exactly how numbers will be presented.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Number Formatting_7.xlsx...

1. Click in cell *F4*, hold down `Shift`, then click in cell *F13* to select the values in the *Weight* column

2. On the *Home* tab, click twice on *Increase Decimals* in the *Number* group to increase the number of decimals

3. Click on *Decrease Decimals* in the *Number* group until there are no more decimal places

4. Use the above steps to change the decimals for the following ranges:

   G4:G13   No decimals
   H4:H13   1 decimal place
   I4:I13   No decimals

For Your Reference…

To *change* the *number* of *decimal places*:

1. Select the range to change
2. Click on the *Home* tab
3. Click on either *Increase Decimals* or *Decrease Decimals* in the *Number* group

Handy to Know…

- The *Increase Decimals* and *Decrease Decimals* commands can be used to change the number of decimals in cells that have already been formatted as percentage, currency, number, comma or accounting.