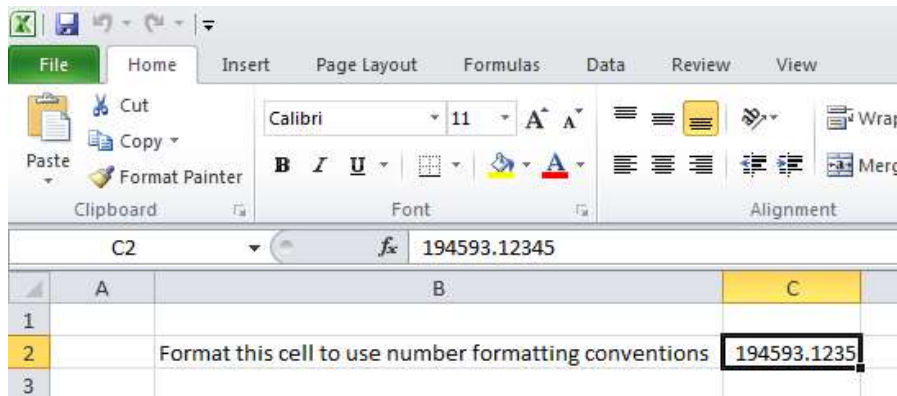


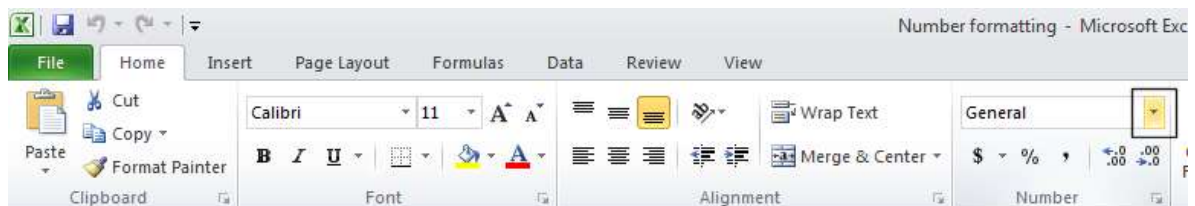
Number formatting

Number formatting

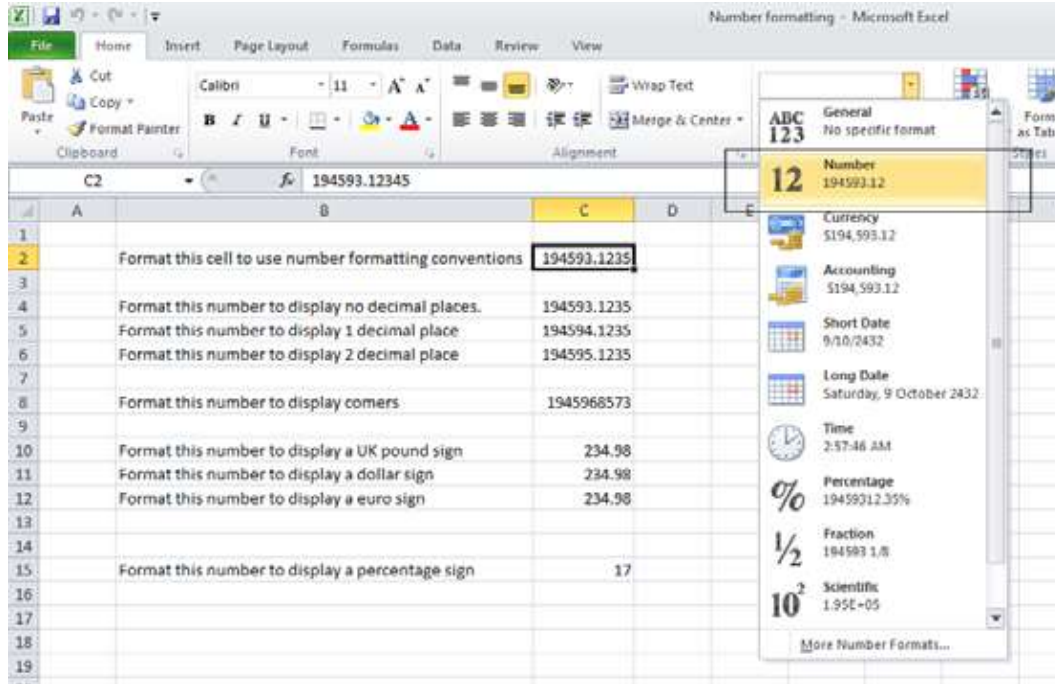
- Open a workbook called **Number formatting**. Click on cell **C2**.



- Click on the **down arrow** next to the **Number Format** control.



- You will see a drop down menu from which you can select the format. In this case select **Number**.



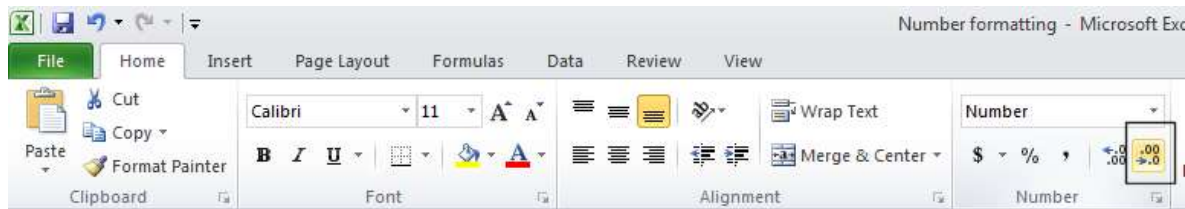
- This tells Excel that the data contained within this cell should always now be treated as a number, rather than say text or a date.

Decimal point display

- Click on cell **C4**.

| | A | B | C |
|---|---|---|-------------|
| 1 | | | |
| 2 | | Format this cell to use number formatting conventions | 194593.12 |
| 3 | | | |
| 4 | | Format this number to display no decimal places. | 194593.1235 |
| 5 | | Format this number to display 1 decimal place | 194594.1235 |
| 6 | | Format this number to display 2 decimal place | 194595.1235 |

- Click on the **Decrease Decimal** icon a few times, so that no decimal places are displayed.



- The cell contents should now look like this.

| | |
|--|--------|
| Format this number to display no decimal places. | 194593 |
|--|--------|

- Set the contents of cell **C5** to display **1** decimal point.

| | A | B | C |
|---|---|---|-------------|
| 1 | | | |
| 2 | | Format this cell to use number formatting conventions | 194593.12 |
| 3 | | | |
| 4 | | Format this number to display no decimal places. | 194593 |
| 5 | | Format this number to display 1 decimal place | 194594.1 |
| 6 | | Format this number to display 2 decimal place | 194595.1235 |
| 7 | | | |

- Set the contents of cell **C6** to display **2** decimal points.

| | A | B | C | D |
|---|---|---|-----------|---|
| 1 | | | | |
| 2 | | Format this cell to use number formatting conventions | 194593.12 | |
| 3 | | | | |
| 4 | | Format this number to display no decimal places. | 194593 | |
| 5 | | Format this number to display 1 decimal place | 194594.1 | |
| 6 | | Format this number to display 2 decimal place | 194595.12 | |
| 7 | | | | |

TIP: To increase the number of decimal points displayed, click on the **Increase Decimal** icon.

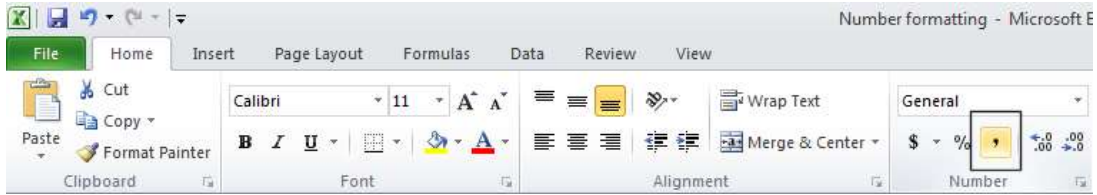


Applying and removing comma style formatting (to indicate thousands)

- Click on cell **C8**.

| | A | B | C |
|---|---|---|------------|
| 1 | | | |
| 2 | | Format this cell to use number formatting conventions | 194593.12 |
| 3 | | | |
| 4 | | Format this number to display no decimal places. | 194593 |
| 5 | | Format this number to display 1 decimal place | 194594.1 |
| 6 | | Format this number to display 2 decimal place | 194595.12 |
| 7 | | | |
| 8 | | Format this number to display comers | 1945968573 |
| 9 | | | |

- Click on the **Comma Style** icon (within the **Number** group under the **Home** tab) to format the number using commas.



- Your number should now look like this.



NOTE: To remove comma style formatting, click on the down arrow next to the **Number format** icon (within the **Number** section of the **Home** tab).



- Select the **General** or **Number** format option, as illustrated.



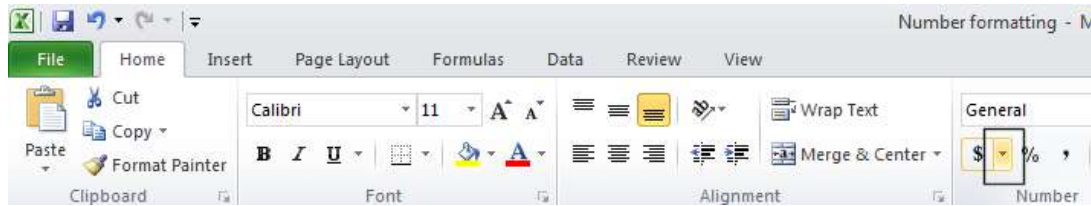
- The cell contents will now be displayed without comma style formatting.

Currency symbol

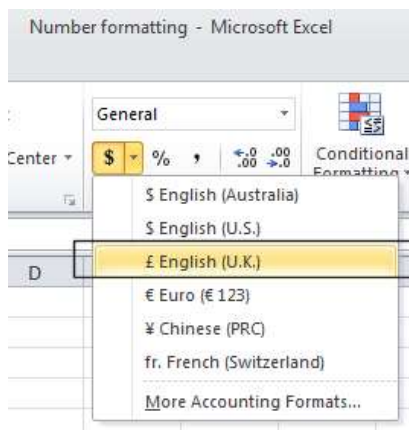
- Select cell **C10**.

| | A | B | C |
|----|---|---|---------------|
| 1 | | | |
| 2 | | Format this cell to use number formatting conventions | 194593.12 |
| 3 | | | |
| 4 | | Format this number to display no decimal places. | 194593 |
| 5 | | Format this number to display 1 decimal place | 194594.1 |
| 6 | | Format this number to display 2 decimal place | 194595.12 |
| 7 | | | |
| 8 | | Format this number to display comers | 1945968573.00 |
| 9 | | | |
| 10 | | Format this number to display a UK pound sign | 234.98 |
| 11 | | Format this number to display a dollar sign | 234.98 |

- Format it to display the **British Pound** symbol. To do this click on the **down arrow** next to the **Currency** icon.



- From the list displayed, select the **£** option.

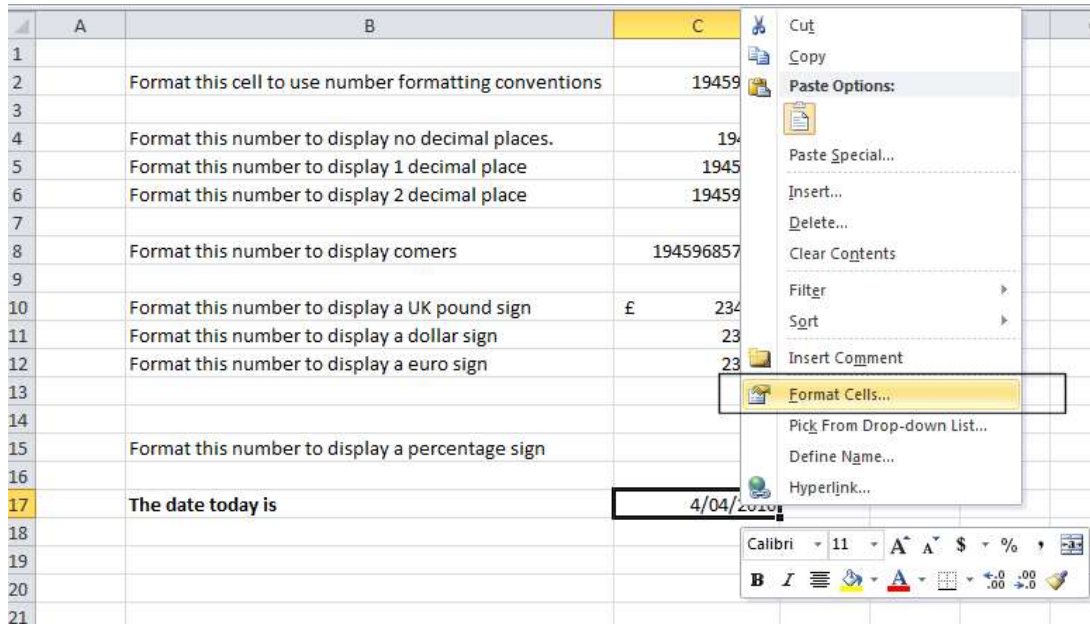


- Select cell **C11** and format it to display the **Dollar** symbol.
- Select cell **C12** and format it to display the **Euro** symbol. Your data will now look like this.

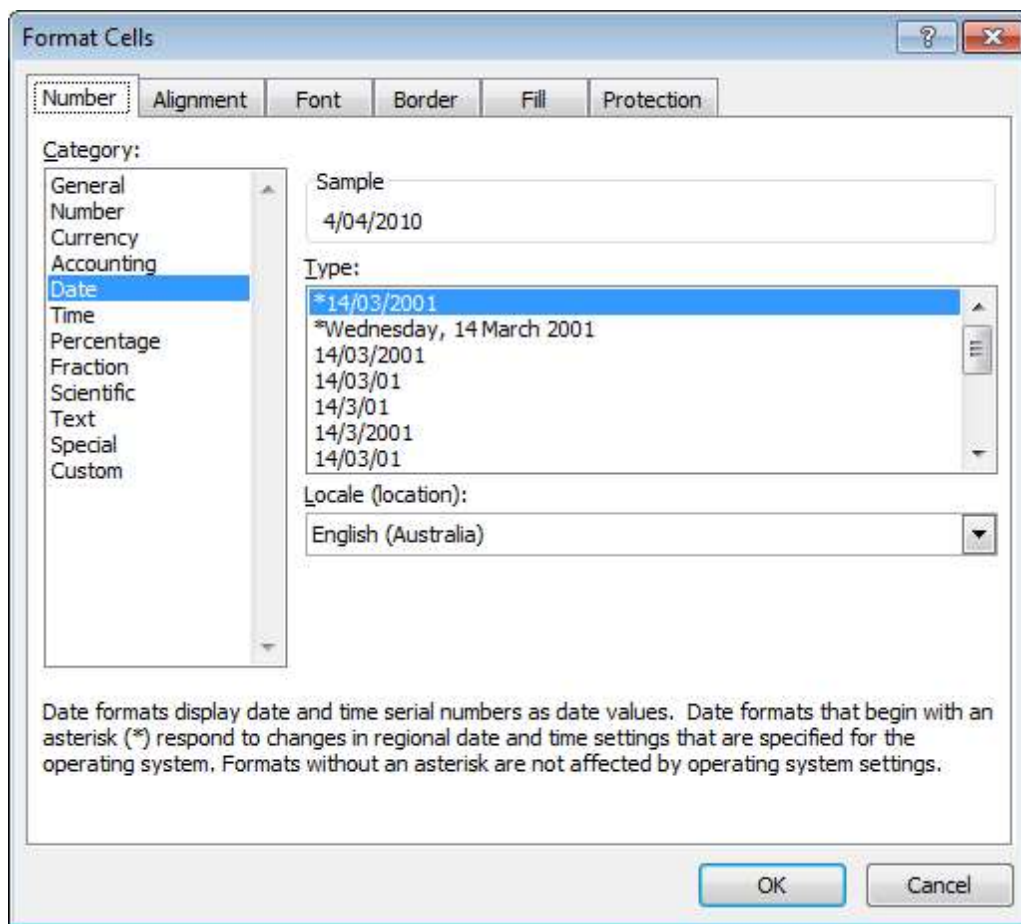
| | |
|----|--------|
| £ | 234.98 |
| \$ | 234.98 |
| € | 234.98 |

Date styles

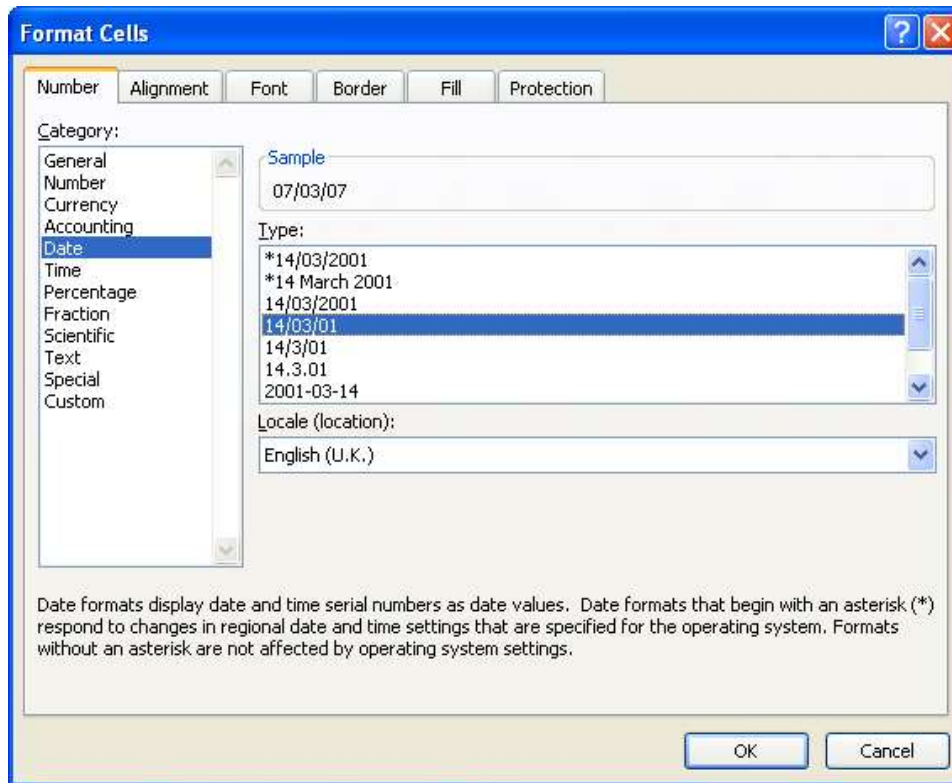
- Click on cell **B17** and type in the text '**The date today is**'.
- Click on cell **C17** and type in today's date. When you press the **Enter** key you may find that the style of the date changes automatically.
- Right click over cell **C17** and from the popup menu displayed select the **Format Cells** command.



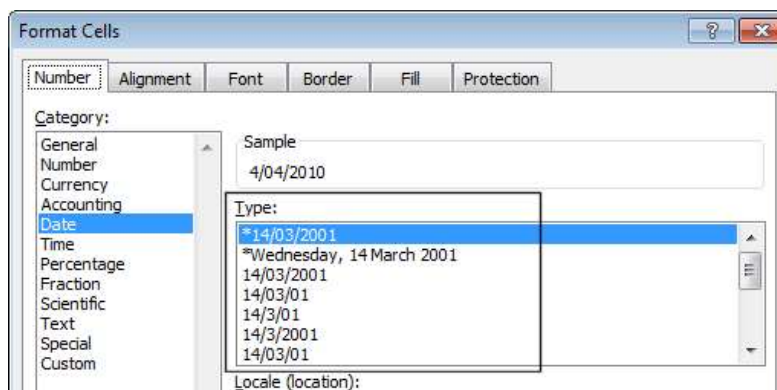
- This will display the **Format Cells** dialog box.



- If necessary, within the **Category** section of the dialog box, select the **Date** category.



- Select the required format from the **Type** section of the dialog box.



- Click on the **OK** button to apply the date format. Experiment with applying different types of date format to the cell.

Percentages

- Click on the cell **C15**.

| | A | B | C |
|----|---|---|---------------|
| 1 | | | |
| 2 | | Format this cell to use number formatting conventions | 194593.12 |
| 3 | | | |
| 4 | | Format this number to display no decimal places. | 194593 |
| 5 | | Format this number to display 1 decimal place | 194594.1 |
| 6 | | Format this number to display 2 decimal place | 194595.12 |
| 7 | | | |
| 8 | | Format this number to display comers | 1945968573.00 |
| 9 | | | |
| 10 | | Format this number to display a UK pound sign | £ 234.98 |
| 11 | | Format this number to display a dollar sign | 234.98 |
| 12 | | Format this number to display a euro sign | 234.98 |
| 13 | | | |
| 14 | | | |
| 15 | | Format this number to display a percentage sign | 17 |
| 16 | | | |

- To change this number from 17 to 17%, type in 17% and press the **Enter** key. You will then see the contents displayed as illustrated below.

| |
|-----|
| 17% |
|-----|

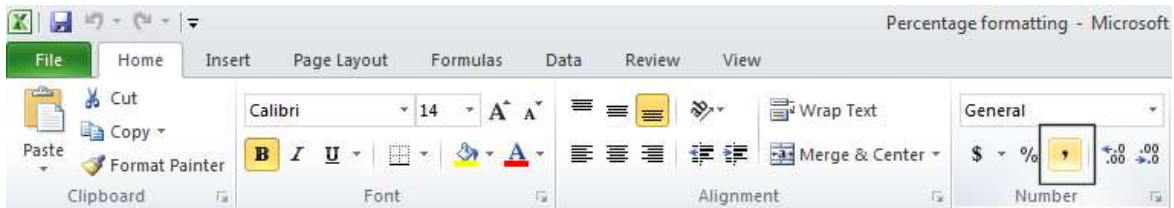
- Save your changes and close the workbook.

Applying Percentage formatting to a cell or range

- You can format numbers within a worksheet using the percentage format. You need to be careful however how you use this formatting, as you can get some unexpected results if used incorrectly.
- Open a workbook called **Percentage formatting**. This worksheet contains two sets of data, neither of which make sense at present. We need to tell Excel to treat the contents of cells **C4** and **G4** as cells containing percentages.
- Click on cell **C4** to select it.

| | A | B | C | D | E | F | G |
|---|---|---------------------------|------|---|---|---------------------------|----|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | Full price | 55 | | | Full price | 55 |
| 4 | | Percentage discount | 10 | | | Percentage discount | |
| 5 | | Value of discount | 550 | | | Value of discount | 0 |
| 6 | | Sale price after discount | -495 | | | Sale price after discount | 55 |
| 7 | | | | | | | |

- To apply percentage formatting to this cell, click on the **Home** tab and from within the **Number** group, click on the **Percentage** icon.



- You will see the following, which is not quite the result you may have expected.

| | A | B | C | D |
|---|---|---------------------------|-------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | Full price | 55 | |
| 4 | | Percentage discount | 1000% | |
| 5 | | Value of discount | 550 | |
| 6 | | Sale price after discount | -495 | |
| 7 | | | | |

As you have just seen, if a cell contains numbers, BEFORE you apply percentage formatting to the cell, then the numbers in the cell are multiplied by 100.

- Click on cell **G4**.

| | A | B | C | D | E | F | G |
|---|---|---------------------------|-------|---|---|---------------------------|----|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | Full price | 55 | | | Full price | 55 |
| 4 | | Percentage discount | 1000% | | | Percentage discount | |
| 5 | | Value of discount | 550 | | | Value of discount | 0 |
| 6 | | Sale price after discount | -495 | | | Sale price after discount | 55 |
| 7 | | | | | | | |

- To apply percentage formatting to this cell, click on the **Home** tab and from within the **Number** section, click on the **Percentage** icon. The cell is empty so you will not see any change. However if you enter the number **10**, to cell **G4** you will see the following.

| | A | B | C | D | E | F | G |
|---|---|----------------------------------|--------------|---|---|----------------------------------|-------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | Full price | 55 | | | Full price | 55 |
| 4 | | Percentage discount | 1000% | | | Percentage discount | 10% |
| 5 | | Value of discount | 550 | | | Value of discount | 5.5 |
| 6 | | Sale price after discount | -495 | | | Sale price after discount | 49.5 |
| 7 | | | | | | | |

As you have just seen, numbers that are typed into the cells after you apply the percentage formatting are treated differently to cells already containing data.

- Save your changes and close the workbook.