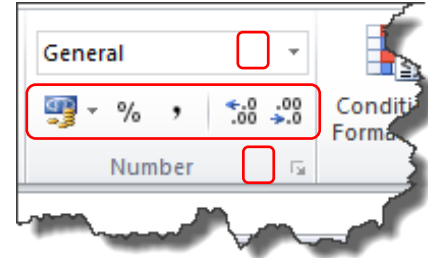


Formatting Numbers

Number formatting is available from the following places on the **Home** tab:

- ❑ The **Format Number** drop down list located in the **Number** group.
- ❑ The buttons displayed in the **Number** group.
- ❑ The **Format Cells** dialog box available from the dialog box launcher, located in the **Number** group.



Formatting numbers using the buttons

1. Select the cell or range of cells you want to format.
2. Click the **Home** tab and choose one of the number formats, located in the **Number** group.



Accounting Number Inserts £ sign and adds 2 decimal places.



Percent Style Displays decimals as a percentage.



Comma Style Inserts a comma if the values are in thousands.



Increase Decimal Adds a decimal place with each mouse click.



Decrease Decimal Removes a decimal place with each mouse click.

Formatting numbers using the drop down list

Other commonly used number formats are available from the Number Format drop down list.

1. Select the cell or range of cells you want to format.
1. Click the **Home** tab, then click the arrow to open the **Number Format** drop down list, located in the **Number** group.

Other formats include:

Time, Percentage, Fraction, Scientific, Text

Click **More Number Formats...** if you can't find the format you are looking for.

