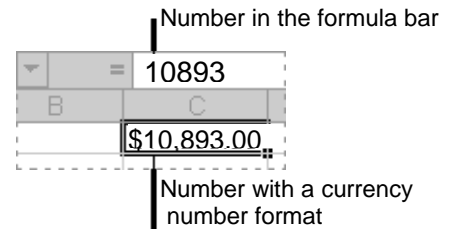




Number Formats



By applying different number formats, you can change the appearance of numbers without changing the number behind the appearance. A number format does not affect the actual cell value that Microsoft Excel uses to perform calculations. The actual value is displayed in the formula bar.



Format	Description
General	<p>This is the default number format that Excel applies when you type a number. For the most part, numbers that are formatted with the General format are displayed just the way you type them. However, if the cell is not wide enough to show the entire number, the General format rounds the numbers with decimals. The General number format also uses scientific (exponential) notation for large numbers (12 or more digits).</p>
Number	<p>This format is used for the general display of numbers. You can specify the number of decimal places that you want to use, whether you want to use a thousands separator, and how you want to display negative numbers.</p> <ol style="list-style-type: none"> 1. Select the cell or range of cells that you want to format. 2. On the Format menu, click Cells. 3. On the Number tab, click Number in the Category list. 4. In the Decimal places box, enter the number of decimal places that you want to display. 5. In the Negative numbers box, select the display style for negative numbers.
Currency	<p>This format is used for general monetary values and displays the default currency symbol with numbers. You can specify the number of decimal places that you want to use, whether you want to use a thousands separator, and how you want to display negative numbers</p> <ol style="list-style-type: none"> 1. Select the cell or range of cells that you want to format. 2. On the Format menu, click Cells. 3. On the Number tab, click Currency in the Category box. 4. In the Symbol box, click the currency symbol that you want. (If you want to display a monetary value without a currency symbol, you can click None.) 5. In the Decimal places box, enter the number of decimal places that you want to display. 6. In the Negative numbers box, select the display style for negative numbers. <p>Tip: To quickly display a number with the default currency symbol, select the cell or range of cells and then click Currency Style  on the Formatting toolbar.</p>
Accounting	<p>This format is also used for monetary values, but it aligns the currency symbols and decimal points of numbers in a column.</p> <ol style="list-style-type: none"> 1. Select the cell or range of cells that you want to format. 2. On the Format menu, click Cells. 3. On the Number tab, click Accounting in the Category box. 4. In the Symbol box, click the currency symbol that you want. (If you want to display a monetary value without a currency symbol, you can click None.) 5. In the Decimal places box, enter the number of decimal places that you want to display.

Date	This format displays date and time serial numbers as date values, according to the type and locale (location) that you specify. Except for items that have an asterisk (*) in the Type list (Number tab, Format Cells dialog box), date formats that you apply do not switch date orders with the operating system.
Time	This format displays date and time serial numbers as time values, according to the type and locale (location) that you specify. Except for items that have an asterisk (*) in the Type list (Number tab, Format Cells dialog box), time formats that you apply do not switch time orders with the operating system.
Percentage	<p>This format multiplies the cell value by 100 and displays the result with a percent symbol. You can specify the number of decimal places that you want to use</p> <ol style="list-style-type: none"> 1. Select the cell or range of cells that you want to format. 2. On the Format menu, click Cells. 3. On the Number tab, click Percentage in the Category list. 4. In the Decimal places box, enter the number of decimal places that you want to display. <p>Tip: To quickly display numbers as percentages, click Percent Style  on the Formatting toolbar.</p> <p>Note: After you apply the Percentage format, numbers above 1 are converted to percentages by default; and numbers below 1 are multiplied by 100 to convert them to percentages. For example, typing 10 results in 10%, and typing .1 also results in 10%. (You can specify that all Percentage format numbers be multiplied by 100. Click Options on the Tools menu, and on the Edit tab, clear the Enable automatic percent entry check box.)</p>
Fraction	This format displays a number as a fraction, according to the type of fraction that you specify.
Scientific	This format displays a number in exponential notation, replacing part of the number with E+n, where E (which stands for Exponent) multiplies the preceding number by 10 to the <i>n</i> th power. For example, a 2-decimal Scientific format displays 12345678901 as 1.23E+10, which is 1.23 times 10 to the 10th power. You can specify the number of decimal places that you want to use.
Text	This format treats the content of a cell as text and displays the content exactly as you type it, even when numbers are typed.
Special	This format displays a number as a postal code (ZIP Code), phone number, or Social Security number.

Shortcut to increase or decrease the decimal places on a worksheet

1. Select the cell or range of cells that contains the numbers for which you want to change the decimal places.
2. On the **Formatting** toolbar, do one of the following:
 - Click **Increase Decimal**  to display more digits after the decimal point.
 - Click **Decrease Decimal**  to display fewer digits after the decimal point.