

Excel 2004

for Macintosh OS X

Numerical Formats



Excel offers a variety of numerical formats, for example, currency, date, time, percentage, fraction and scientific.

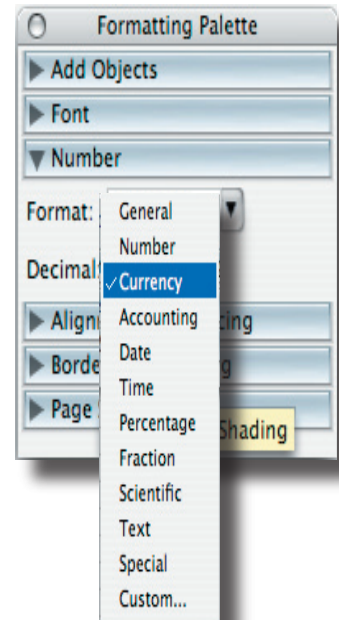
- Type the following numbers in cells A1 through A5: 100.8, 144, 124, 114, 214.75
- Select cells A1 through A5

While the cells are selected, you can use the Formatting Palette to change the numerical format.

- Click on the down arrow beside the **Format** box
- Select “Currency” from the drop-down list

The **Format** box on the Formatting Palette contains the most common numerical formats; try a few different formats to get a feel for what they do.

	A	B	C	D
1	General	Currency	Fraction	Number
2	100.8	\$100.80	100 4/5	100.80
3	144	\$144.00	144	144.00
4	124	\$124.00	124	124.00
5	114	\$114.00	114	114.00
6	214.75	\$214.75	214 3/4	214.75



To remove the numerical format

- Select the formatted cells
- Select “General” from the drop-down list of formats

To customize the numerical format

- Choose Format>Cells to display the Format Cells dialog box (or choose Custom... from the list of numerical formats on the Formatting Palette)
- Click on the **Number** tab

This dialog shows different categories for the types of numerical formats you might need; each category contains a range of different formats.

