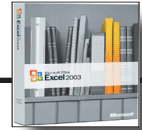


Excel 2003

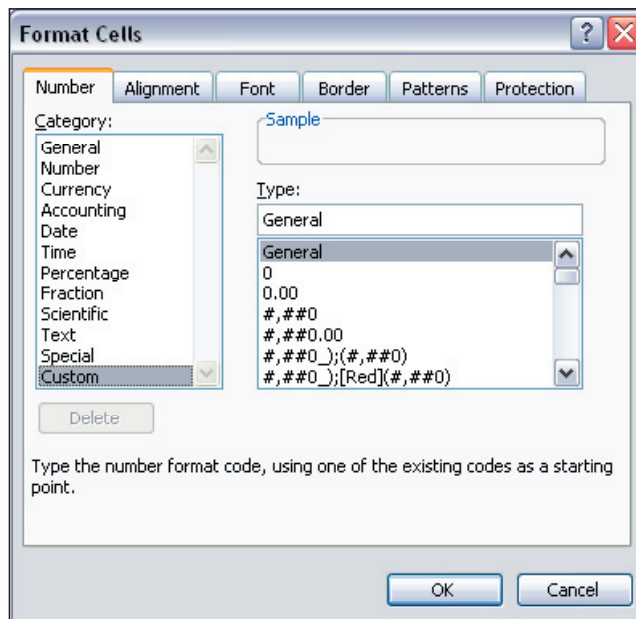
for Windows XP

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
- In cells B1 through B5, type the following numbers: 59, 128.4, 18.78, 257, 80575.90
- Select cells A1 through A5
- Choose Format > Cells to display the Format Cells dialog box
- Click on the **Number** tab



- Select Custom from the “Category” box
- General is the default “Type” code.
- Scroll down the Type window and select the 10th one -- `#,##0_);(#,##0.00)`

The sample will show \$100.80. You can scroll through the Format Codes window to see the different formats available. Each category has a range of different format codes.

- Click the **OK** button to exit the Format Cells dialog box

There are three number format styles available on the Formatting toolbar. The first three buttons from left to right are currency, percent and comma styles. The last two allow you to increase and decrease decimal places.

- Select cells B1 through B5
- Click on the **Currency Style** button and click outside the column to deselect

