

Excel 2007

for Windows XP and Vista

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
- Click the **Home** tab
- Click the **Format** button in the Cells group

A list appears with formatting options.



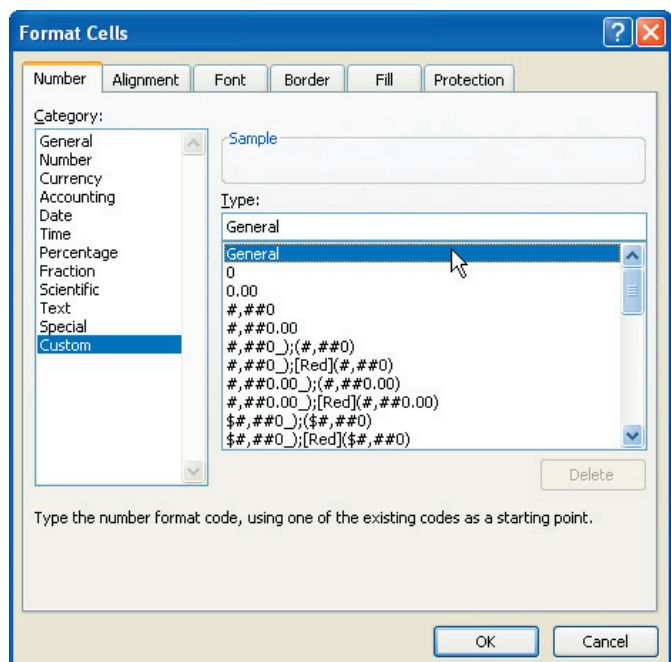
- Select **Format Cells**

The Format Cells dialog box is displayed.

- 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 11th one -- `$#,##0.00_);($#,##0.00)`



The sample will show \$100.80. You can scroll through the Format codes 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 ten number format styles available in the Number group. If your A1-A5 cells are still selected, the button will now be labeled Currency. If you have deselected the cells, it will be labeled "General".

- Click on the **Number Format** list arrow (beside Currency or General) to display the formats

