Module 23 : ROUND Function Up/Down

23.1 ROUND Function Up/Down

Sometimes decimal values are not significant to you, so you can use the Round a Number function in Excel.

This will allow you to: round a number up, round a number down, round a number to the nearest number or round a number to a near fraction.

The formula for rounding a number up is:

=ROUNDUP(argument1, argument2)

The first argument is the number to be rounded.

The second argument is the number of decimal places to which you want to round the result (0 is valid if you only want whole numbers).

The formula for rounding down a number is:

=ROUNDDOWN(argument1, argument2)

The first argument is the number to be rounded.

The second argument is the number of decimal places to which you want to round the result (0 is valid if you only want whole numbers).

To round a number to the nearest number or nearest fraction, you can use the following formula:

=ROUND(argument1, argument2)

The first argument is the number to be rounded.

The second argument is the number of decimal places to which you want to round the result (0 is valid if you only want whole numbers).

The videos below discuss Rounding Up and Rounding Down.

23.2 Video Instruction

Round Up – 1m 53s

Round Down – 2m 15s

23.3 Task

Estimated Time: 10 minutes

Download the worksheet below and practise Rounding a Formula Up/Down using the videos as a reference.

Download Rounding Up Worksheet

Download Rounding Down Worksheet

Option #2:

Download Rounding Up Worksheet Without Formula

Download Rounding Down Worksheet Without Formula

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