



Module 7: Percentage

7.1 Percentage

Excel allows you to turn a value you know represents part of a whole into percentage form.

To display a piece of data in percentage format, (e.g. 10%), that is in decimal format, simply click on the cell, column, or row where you want the data to show up in percentage format. Go to the Home tab and the number group, and click on the % sign. The data should show up in the form of a percentage.

7.2 Video Instruction

Percentage in Excel - 1m23s

7.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practice performing percentages in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

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