



Module 33 : Number Formatting

33.1 Number Formatting

There are dozens of options for how your numbers can be displayed in Excel.

This function is useful if you want to show numbers as currency, numbers with or without decimals, as a date, as a fraction, as a percentage, and many more.

To format the numbers in Excel:

First select the number or numbers you want to format.

On the Home tab, in the Number group, click the dialog box launcher, which looks like a small arrow pointing towards the corner of a box, on the lower right hand corner of the group.

In the category list, click the format that you want to use, and adjust the settings to meet your needs (show more or less decimal places, symbols, etc.).

33.2 Video Instruction

Number Formatting in Excel - 4m46s

33.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below.

Once downloaded practise Number Formatting in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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