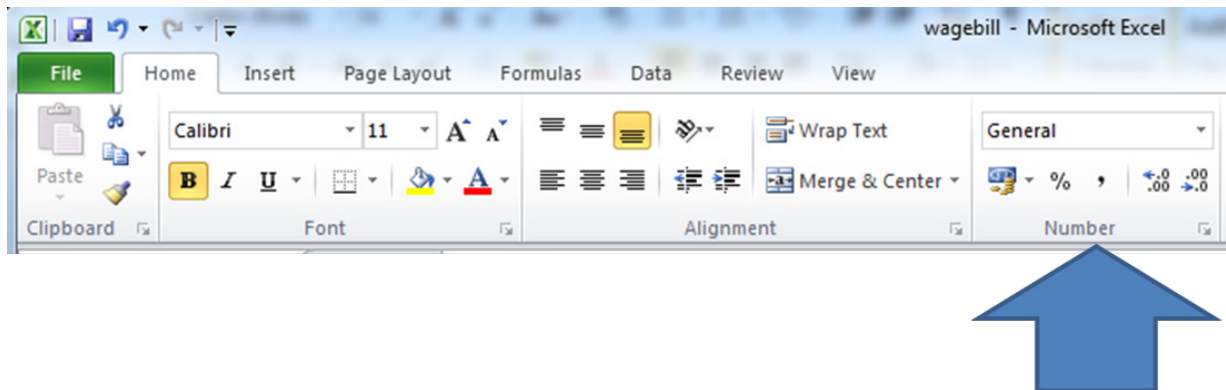


Microsoft Excel Tutorials – Formatting Cells

Purpose of tutorial: Demonstrate formatting of cells – controlling the behaviour of cell contents

Accessing the commands: Home ribbon > Number section

Screenshot:



Step by step process: The example is for formatting cells to use currency with two decimal places.

Formatting of cells can take place before, during or after input of content.

Exactly the same process can be used to format various options to format cells or ranges of cells.

1. Select the cells or range of cells to be formatted
2. Ensure you are on the Home ribbon
3. Locate the Number section
4. Click on the drop down (originally shows “General”)
5. Select “Currency” from the list
6. Check the selected cells / range now has formatting of currency
7. Complete