Understanding Number Formats

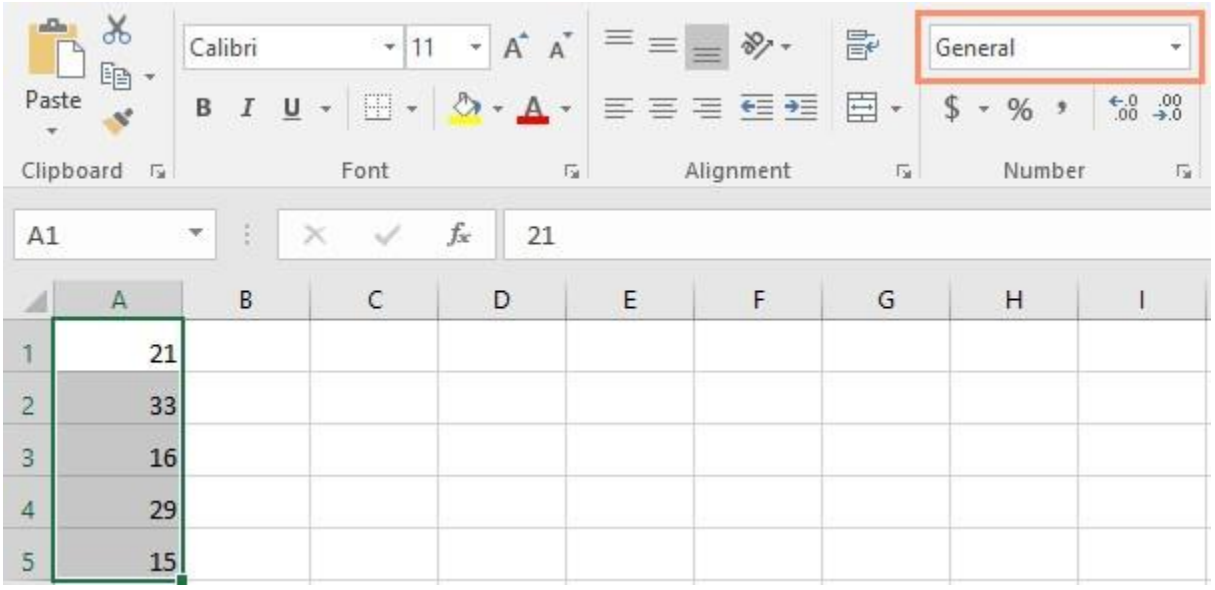
What are number formats?

Whenever you're working with a spreadsheet, it's a good idea to use appropriate **number formats** for your data. Number formats tell your spreadsheet exactly what type of data you're using, like percentages (%), currency ($), times, dates, and so on.

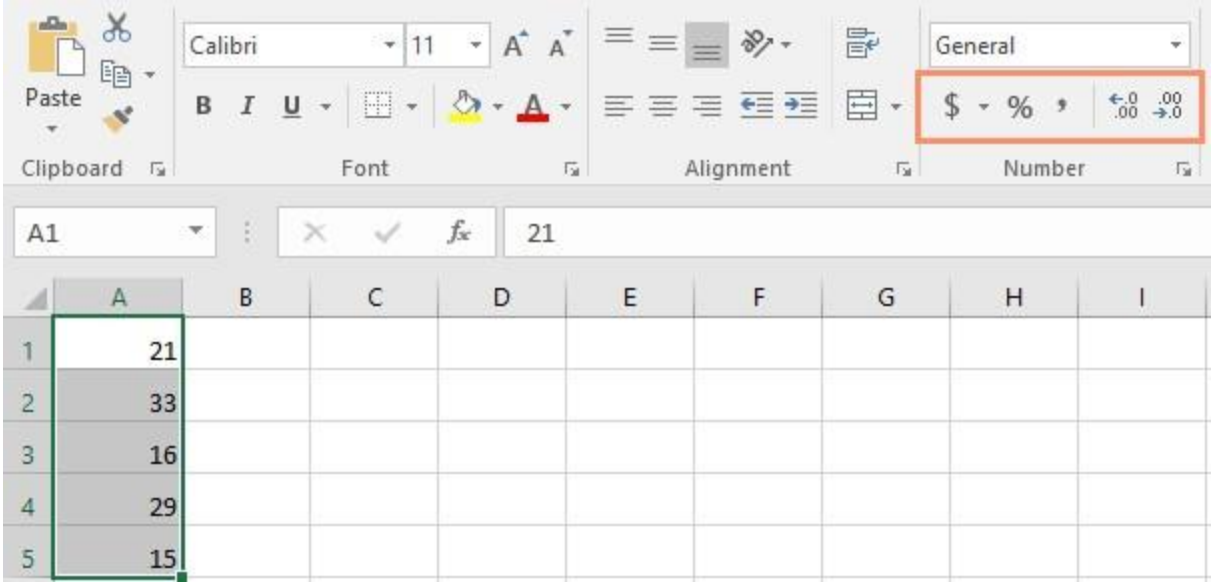
Applying number formats

Just like other types of formatting, such as changing the font color, you'll apply number formats by selecting cells and choosing the desired formatting option. There are two main ways to choose a number format:

- Go to the **Home** tab, click the **Number Format** drop-down menu in the **Number** group, and select the desired format.

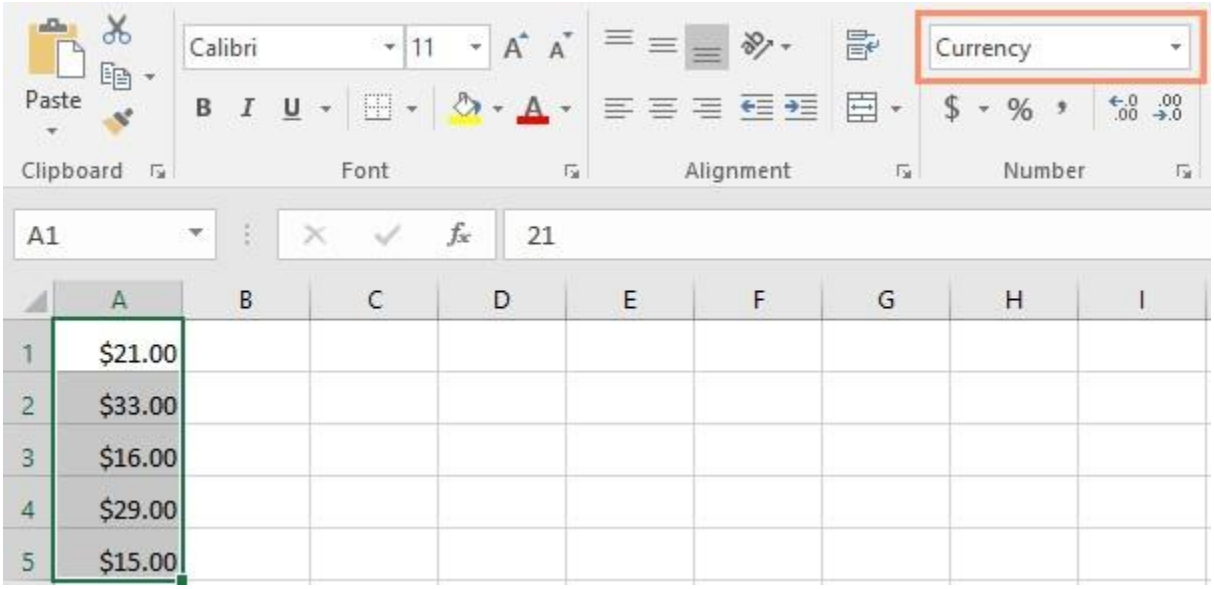


You can also click one of the quick number-formatting commands below the drop-down menu.



You can also select the desired cells and press **Ctrl+1** on your keyboard to access more number-formatting options.

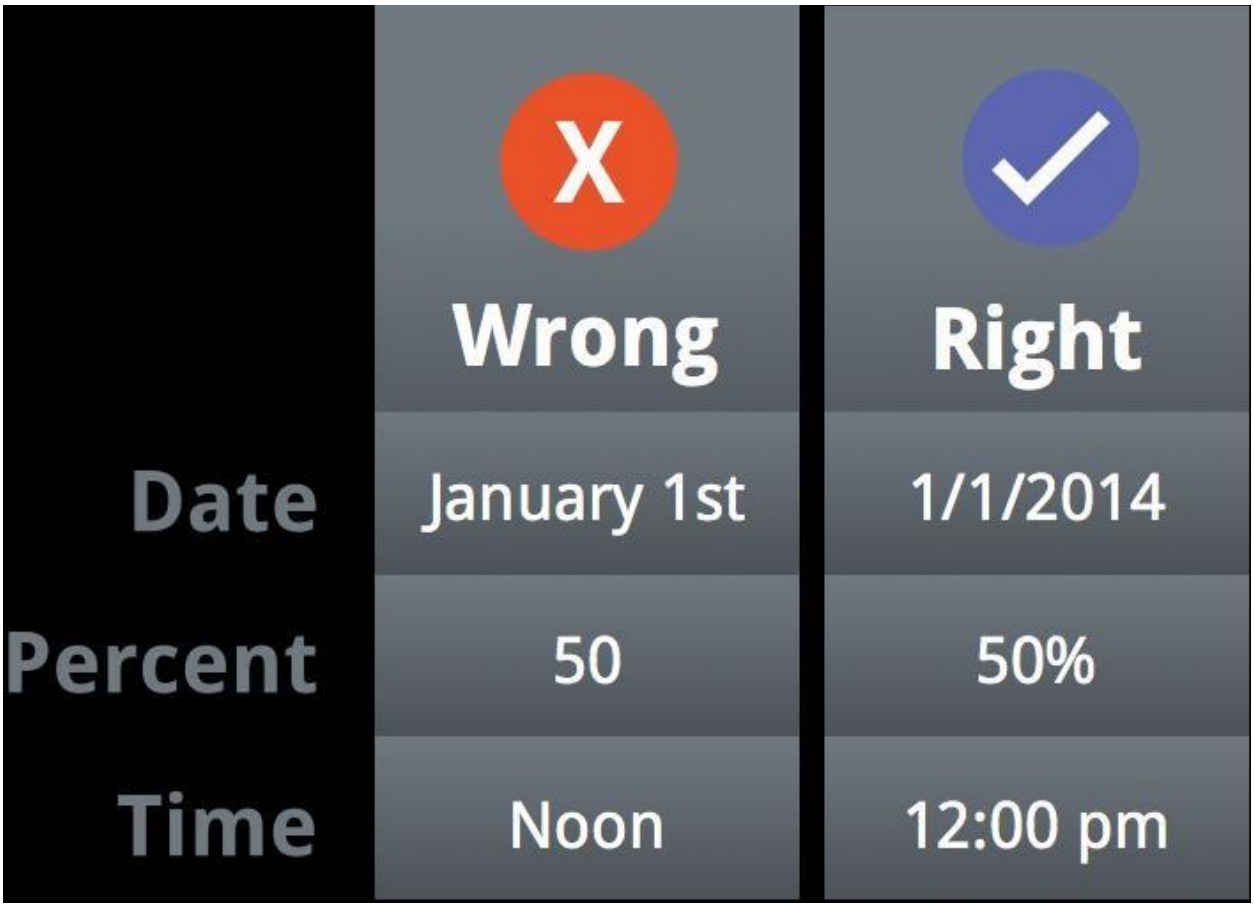
In this example, we've applied the **Currency** number format, which adds currency symbols ($) and displays two decimal places for any numerical values.



Using number formats correctly

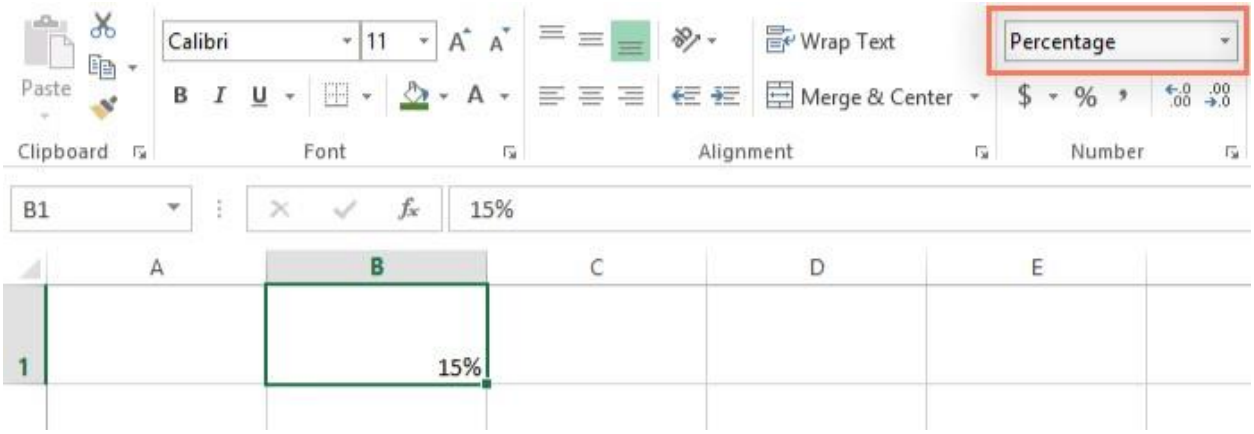
There's more to number formatting than selecting cells and applying a format. Spreadsheets can actually apply a lot of number formatting **automatically** based on the way you enter data. This means you'll need to enter data in a way the program can understand, and then ensure that those cells are using the proper number format. For

example, the image below shows how to use number formats correctly for dates, percentages, and times:

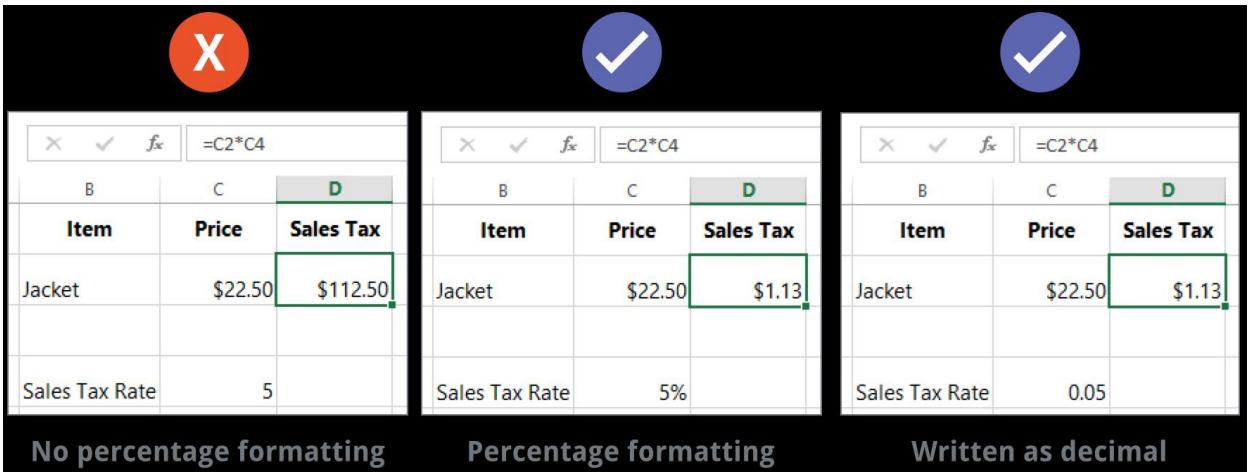


Percentage formats

One of the most helpful number formats is the **percentage** (%) format. It displays values as percentages, such as **20%** or **55%**. This is especially helpful when calculating things like the cost of sales tax or a tip. When you type a percent sign (%) after a number, the percentage number format will be be applied to that cell **automatically**.

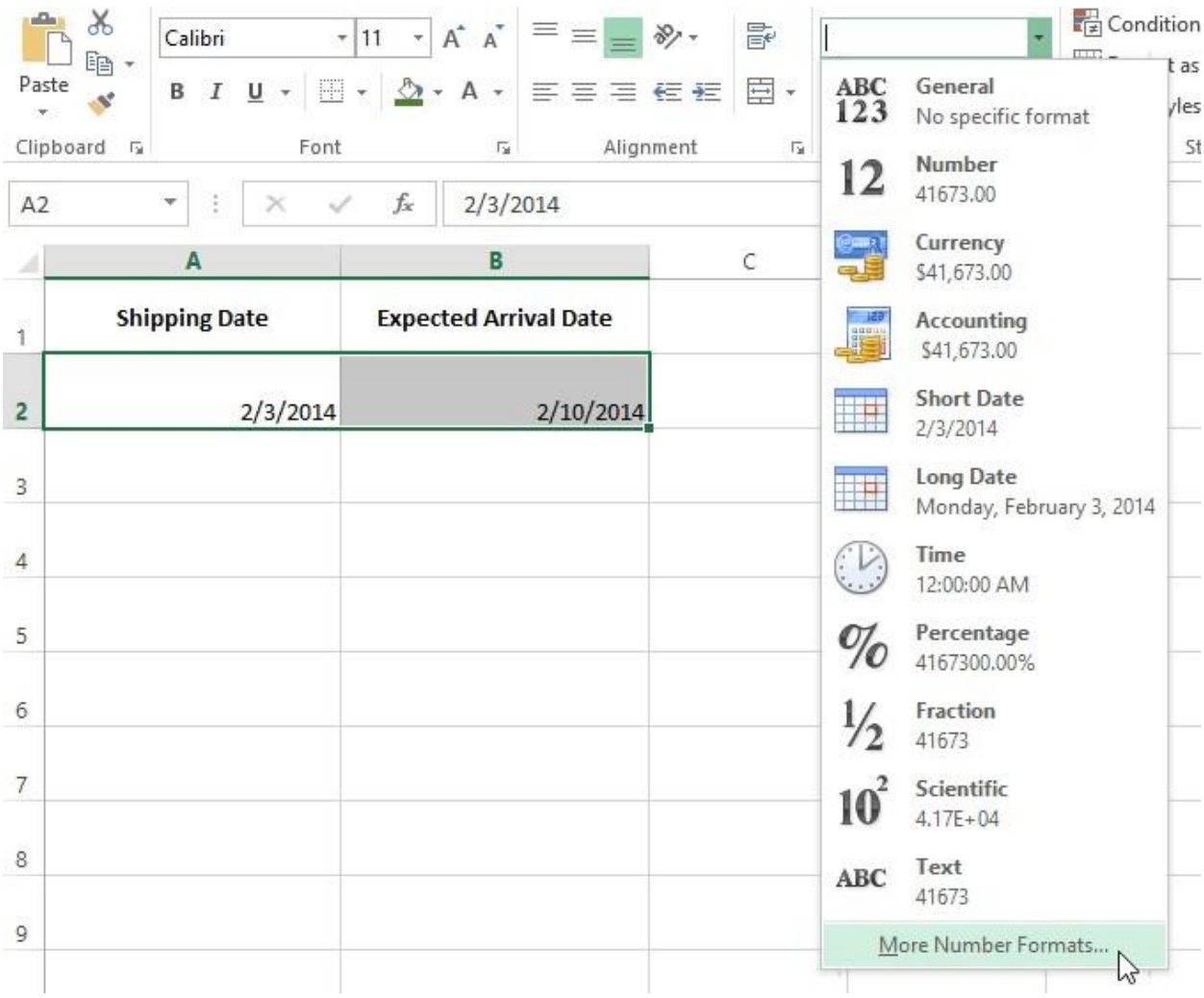


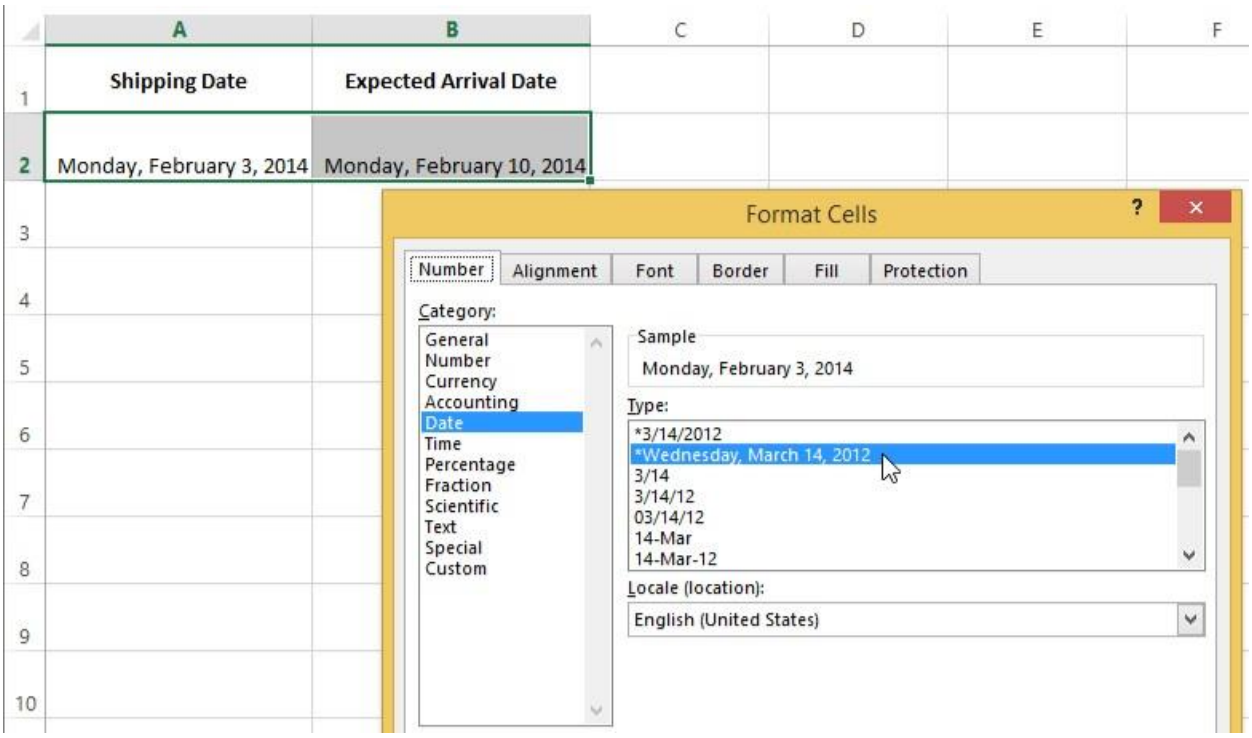
There are many times when percentage formatting will be useful. For example, in the images below, notice how the **sales tax rate** is formatted differently for each spreadsheet (5, 5%, and 0.05):

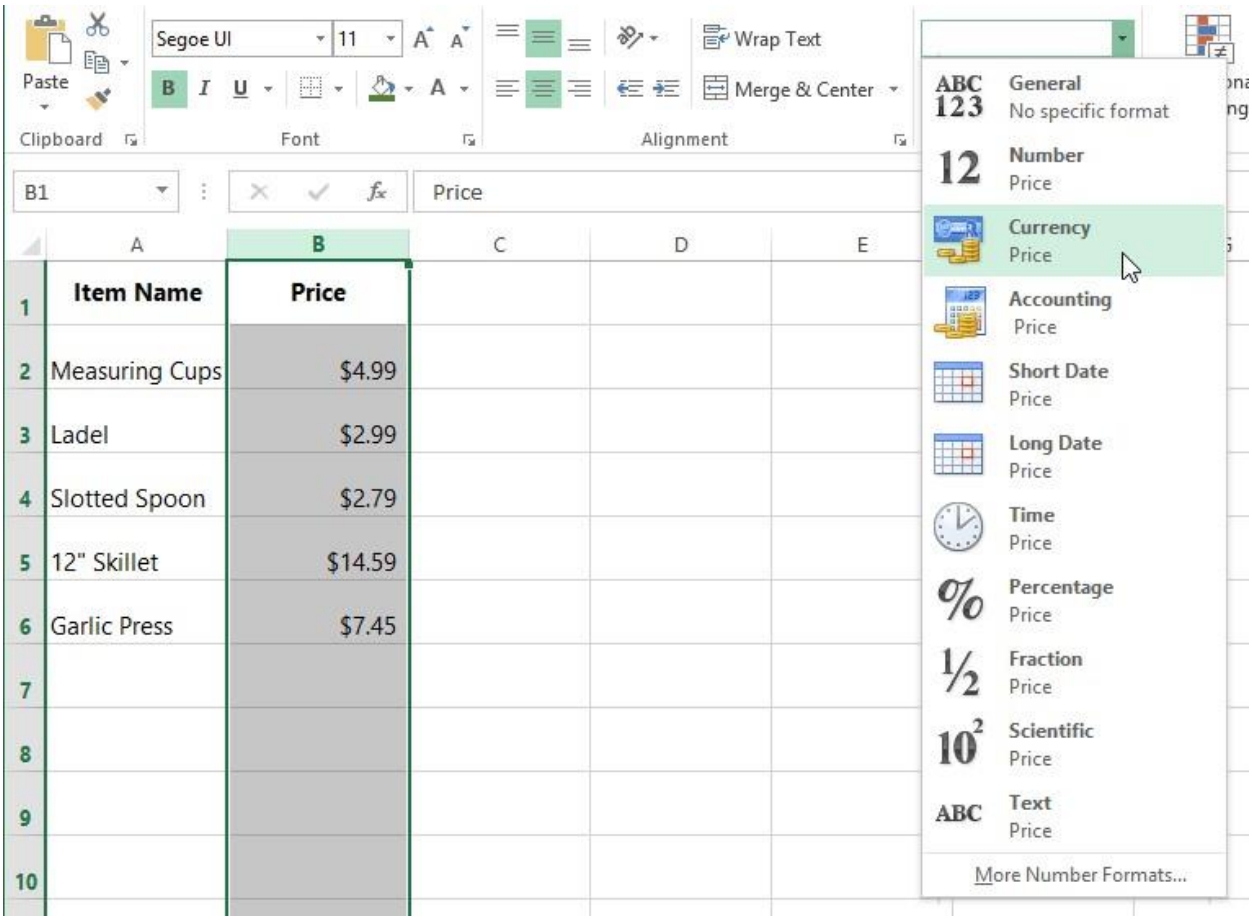


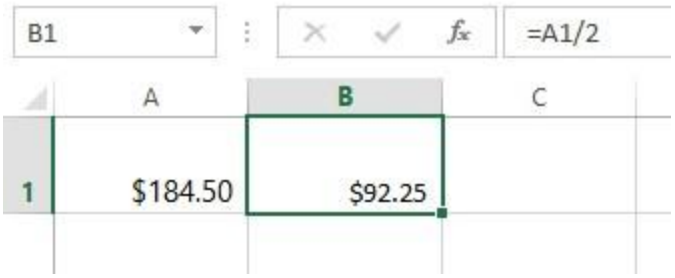
Other formatting options

To access other date formatting options, select the **Number Format** drop-down menu and choose **More Number Formats**. These are options to display the date differently, like including the day of the week or omitting the year.


Paste
Clipboard
Calibri
11
Font
Alignment
Condition
A2
2/3/2014
A
B
C
Shipping Date
Expected Arrival Date
2/3/2014
2/10/2014
General
No specific format
Number
41673.00
Currency
$41,673.00
Accounting
$41,673.00
Short Date
2/3/2014
Long Date
Monday, February 3, 2014
Time
12:00:00 AM
Percentage
4167300.00%
Fraction
41673
Scientific
4.17E+04
Text
41673
More Number Formats...

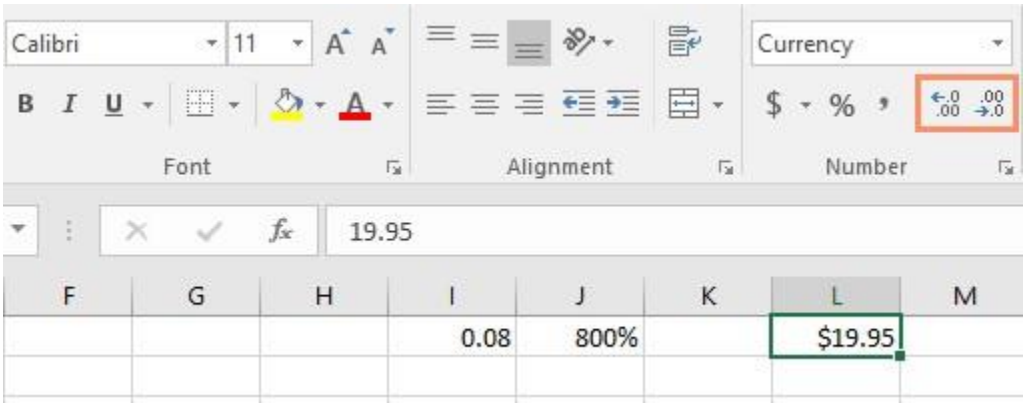

Shipping Date
Expected Arrival Date
Monday, February 3, 2014
Monday, February 10, 2014
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
Monday, February 3, 2014
Type:
*3/14/2012
*Wednesday, March 14, 2012
3/14
3/14/12
03/14/12
14-Mar
14-Mar-12
Locale (location):
English (United States)


Segoe UI
11
Wrap Text
Merge & Center
Paste
Clipboard
Font
Alignment
B1
Price
Item Name
Price
Measuring Cups
$4.99
Ladel
$2.99
Slotted Spoon
$2.79
12" Skillet
$14.59
Garlic Press
$7.45
General
No specific format
Number
Price
Currency
Price
Accounting
Price
Short Date
Price
Long Date
Price
Time
Price
Percentage
Price
Fraction
Price
Scientific
Price
Text
Price
More Number Formats...

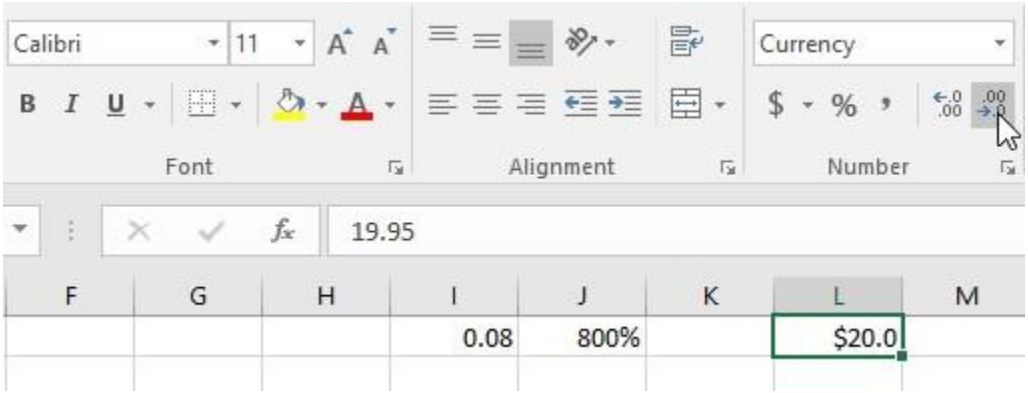


Increase and Decrease Decimal

The **Increase Decimal** and **Decrease Decimal** commands allow you to control how many decimal places are displayed in a cell. These commands don't change the value of the cell; instead, they display the value to a set number of decimal places.



Decreasing the decimal will display the value rounded to that decimal place, but the actual value in the cell will still be displayed in the formula bar.



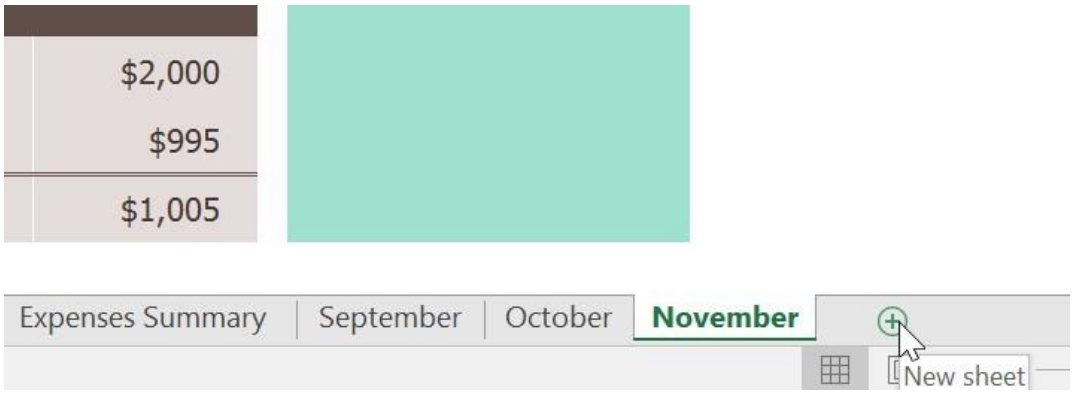
The **Increase/Decrease Decimal** commands don't work with some number formats, like **Date** and **Fraction**.

Working with Multiple Worksheets

Introduction

Every workbook contains at least one **worksheet** by default. When working with a large amount of data, you can create **multiple worksheets** to help organize your workbook and make it easier to find content. You can also **group** worksheets to quickly add information to multiple worksheets at the same time.

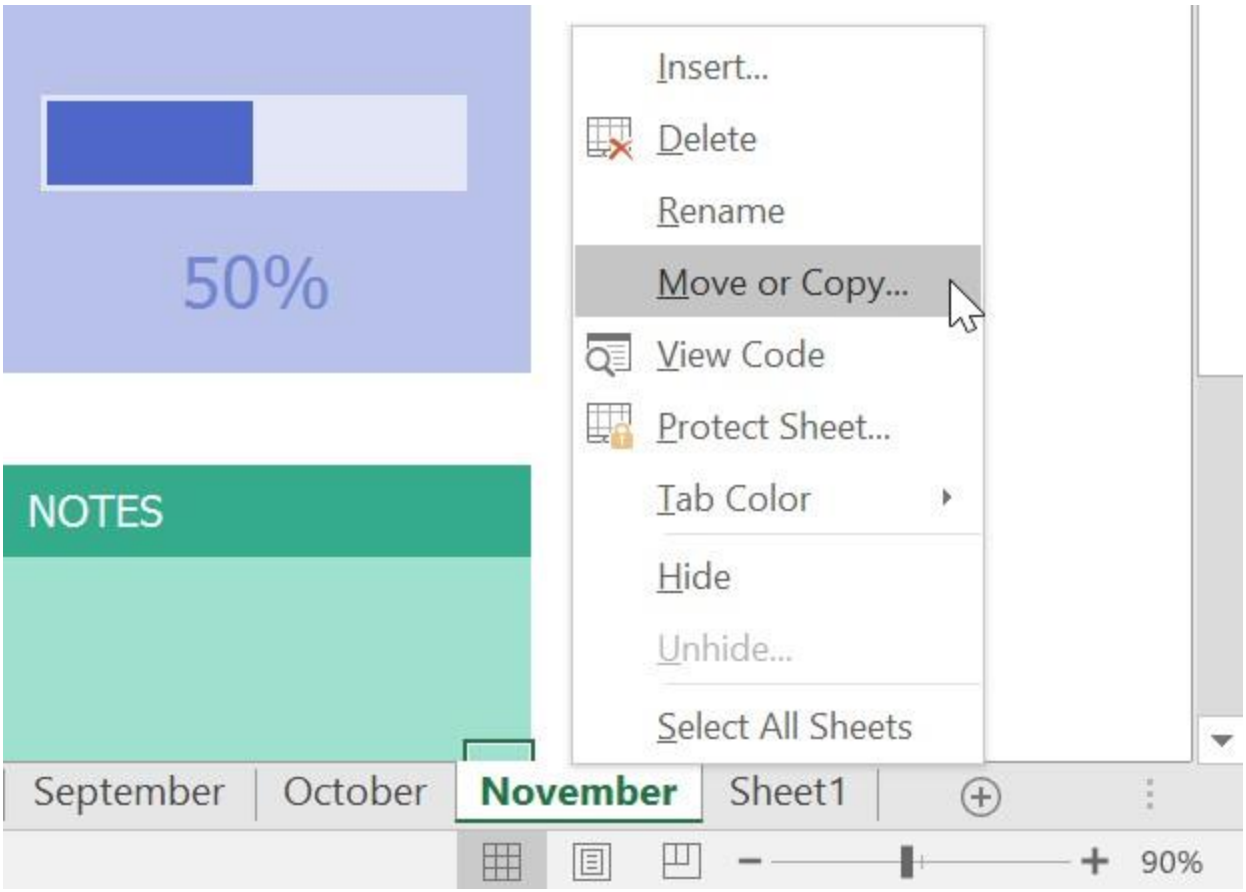
1. Locate and select the **New sheet** button near the bottom-right corner of the Excel window.



To copy a worksheet:

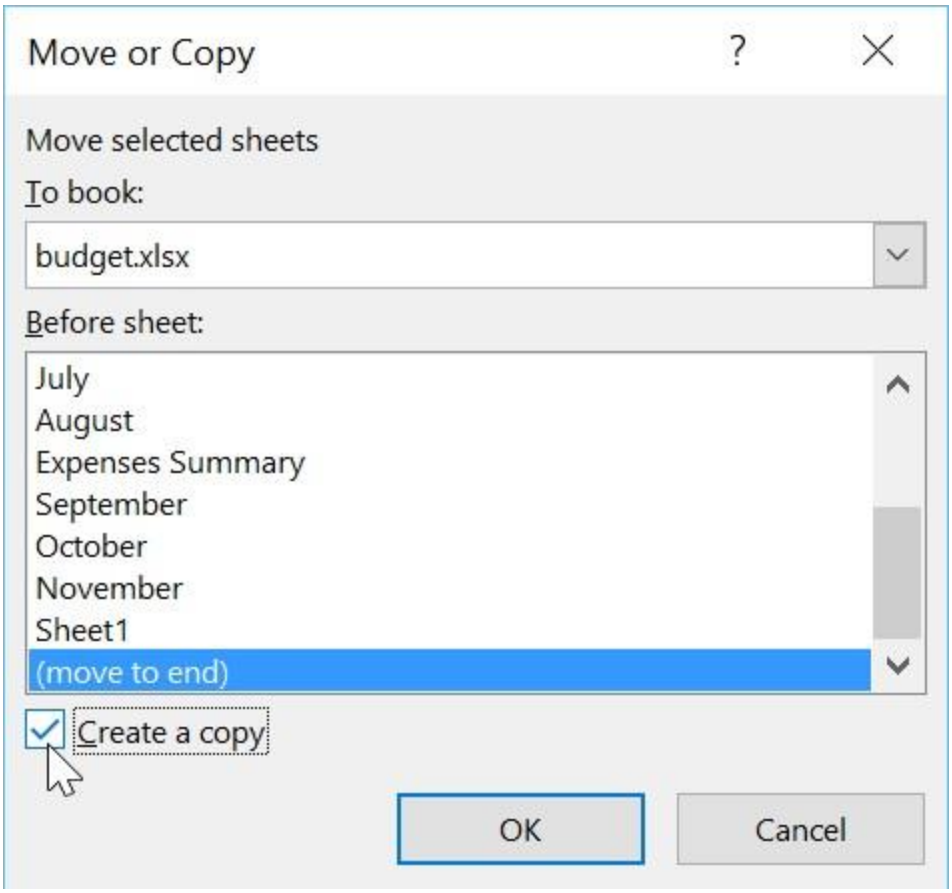
If you need to **duplicate** the content of one worksheet to another, Excel allows you to **copy** an existing worksheet.

1. Right-click the worksheet you want to copy, then select **Move or Copy** from the worksheet menu.



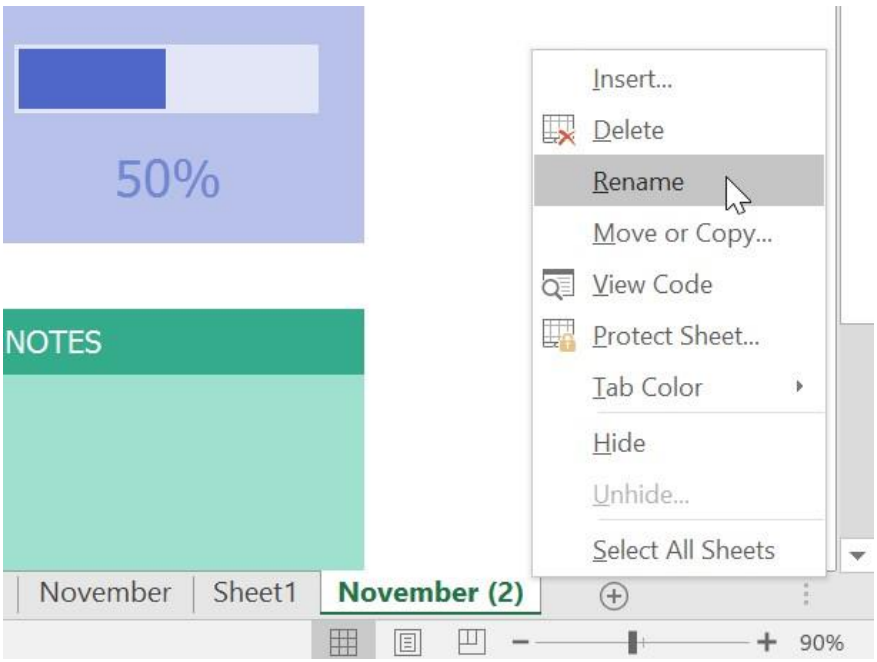
1. The **Move or Copy** dialog box will appear. Choose where the sheet will appear in the **Before sheet:** field. In our example, we'll choose **(move to end)** to place the worksheet to the right of the existing worksheet.

2. **Check the box** next to **Create a copy**, then click **OK**.



To rename a worksheet:

1. Right-click the **worksheet** you want to rename, then select **Rename** from the worksheet menu.



To change the worksheet tab color:

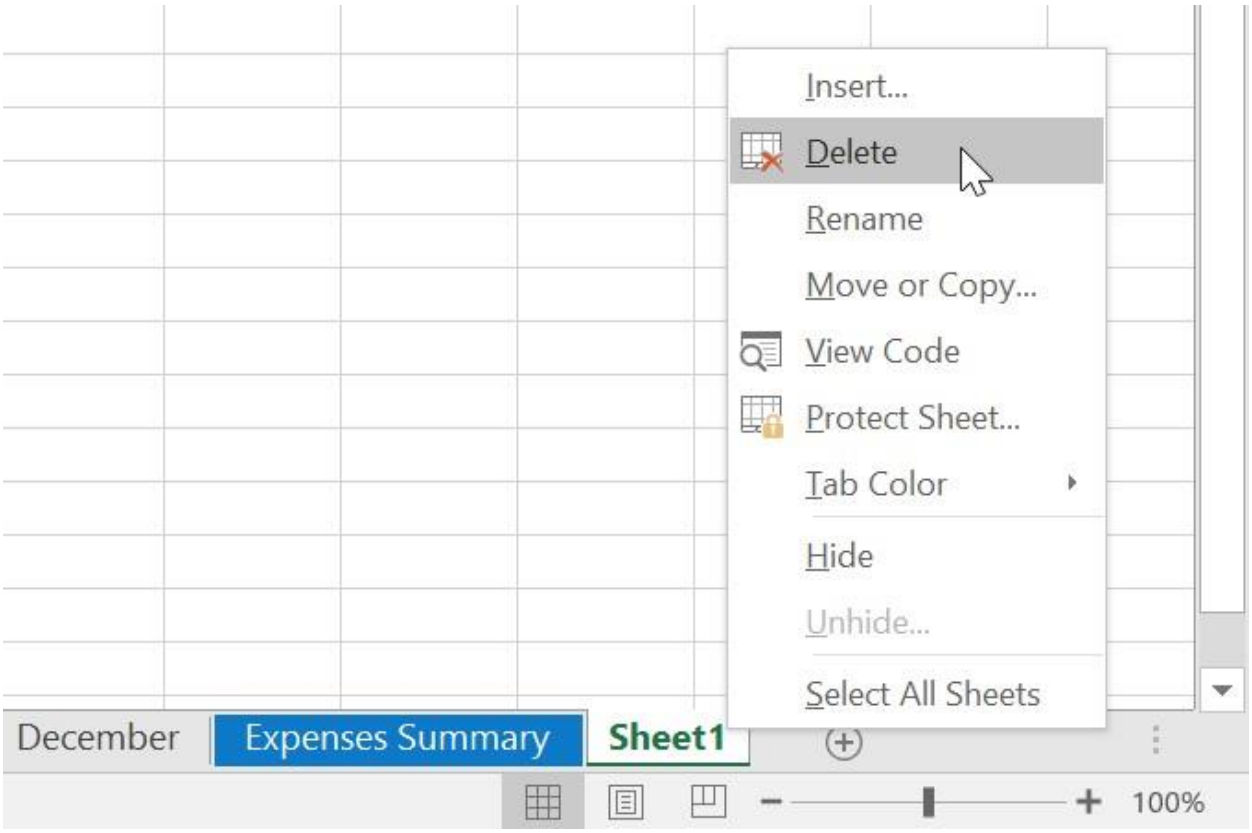
1. Right-click the desired worksheet tab, and hover the mouse over **Tab Color**.

The **Color** menu will appear.

Select the desired **color**

To delete a worksheet:

1. Right-click the **worksheet** you want to delete, then select **Delete** from the worksheet menu.



Using Find & Replace

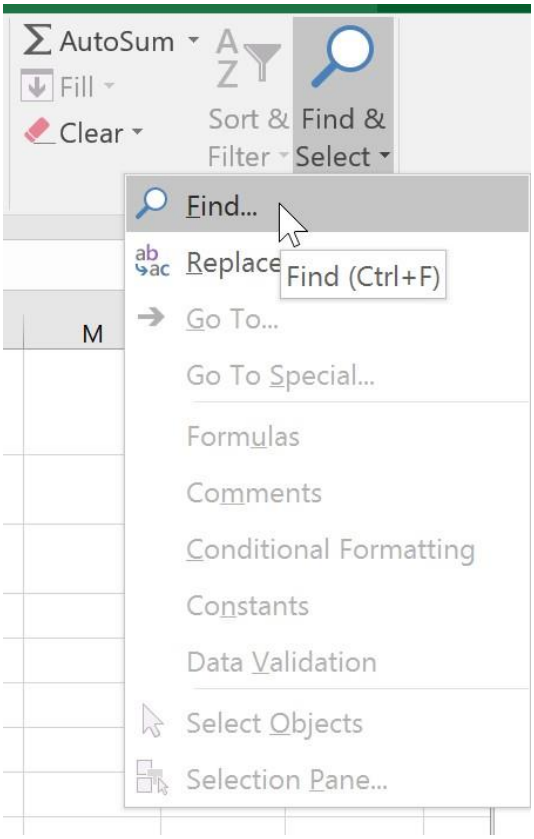
Introduction

When working with a lot of data in Excel, it can be difficult and time consuming to locate specific information. You can easily search your workbook using the **Find** feature, which also allows you to modify content using the **Replace** feature.

To find content:

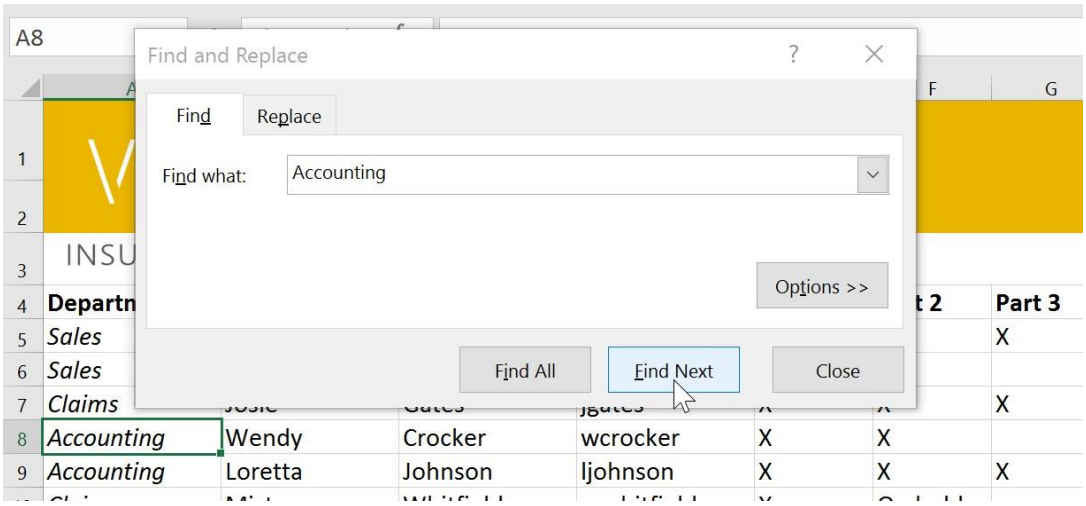
In our example, we'll use the Find command to locate a specific department in this list.

From the **Home** tab, click the **Find and Select** command, then select **Find** from the dropdown menu.

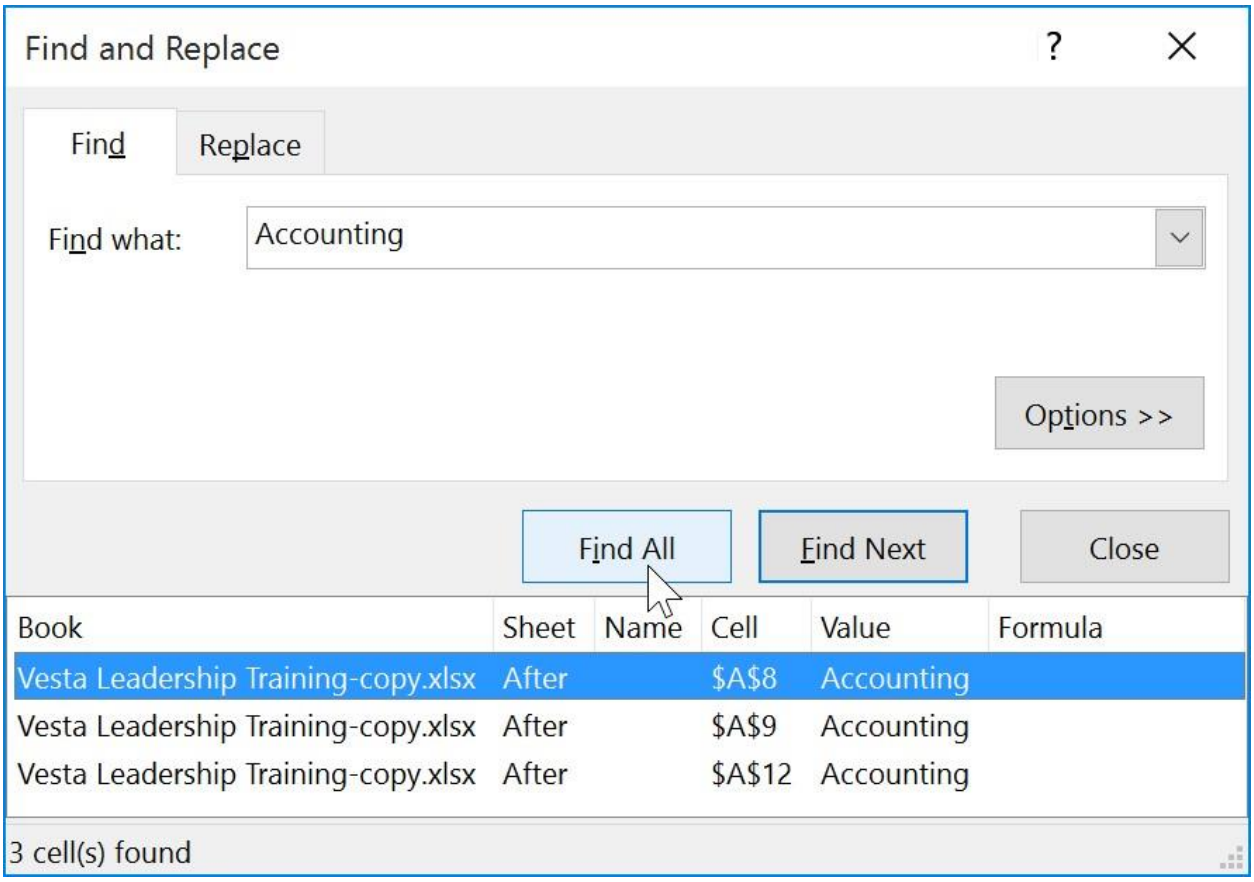


1. The **Find and Replace** dialog box will appear. Enter the **content** you want to find. In our example, we'll type the department's name.

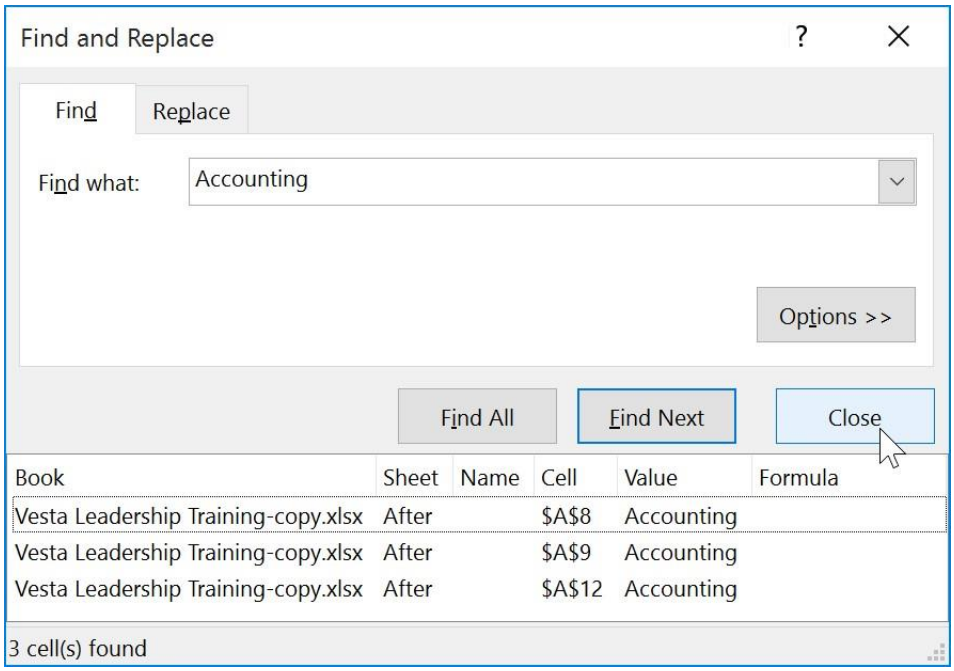
2. Click **Find Next**. If the content is found, the cell containing that content will be **selected**.



3. Click **Find Next** to find further instances or **Find All** to see every instance of the search term.

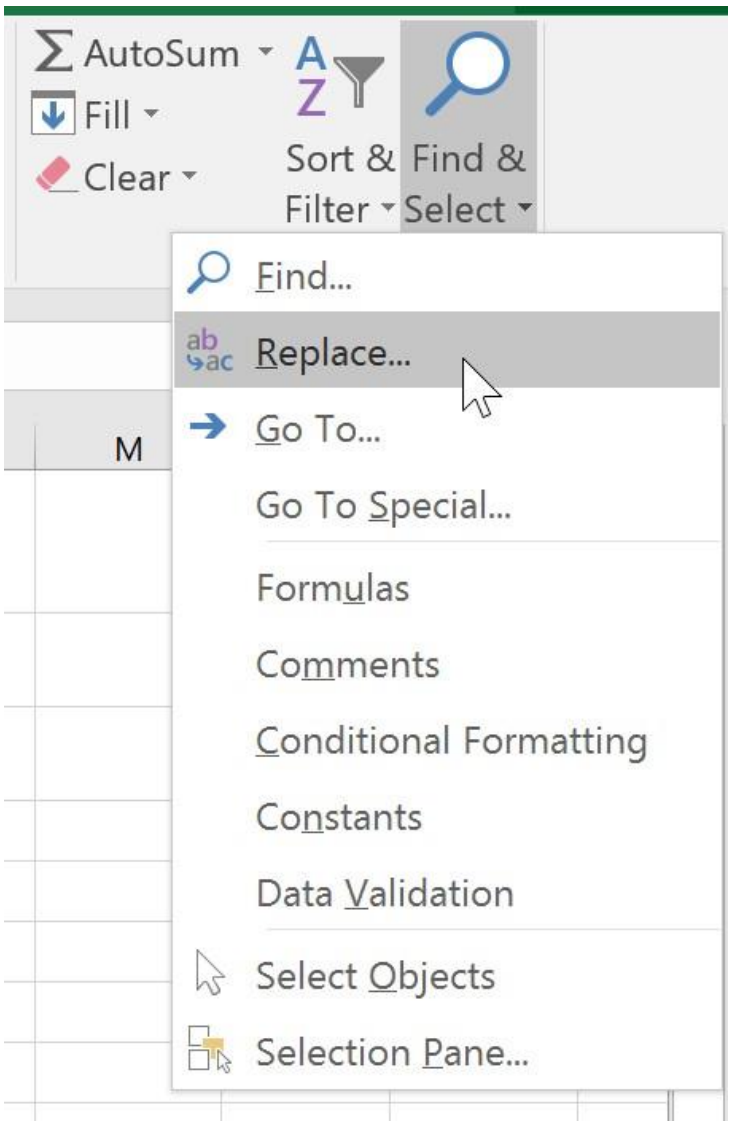


4. When you are finished, click **Close** to exit the Find and Replace dialog box.



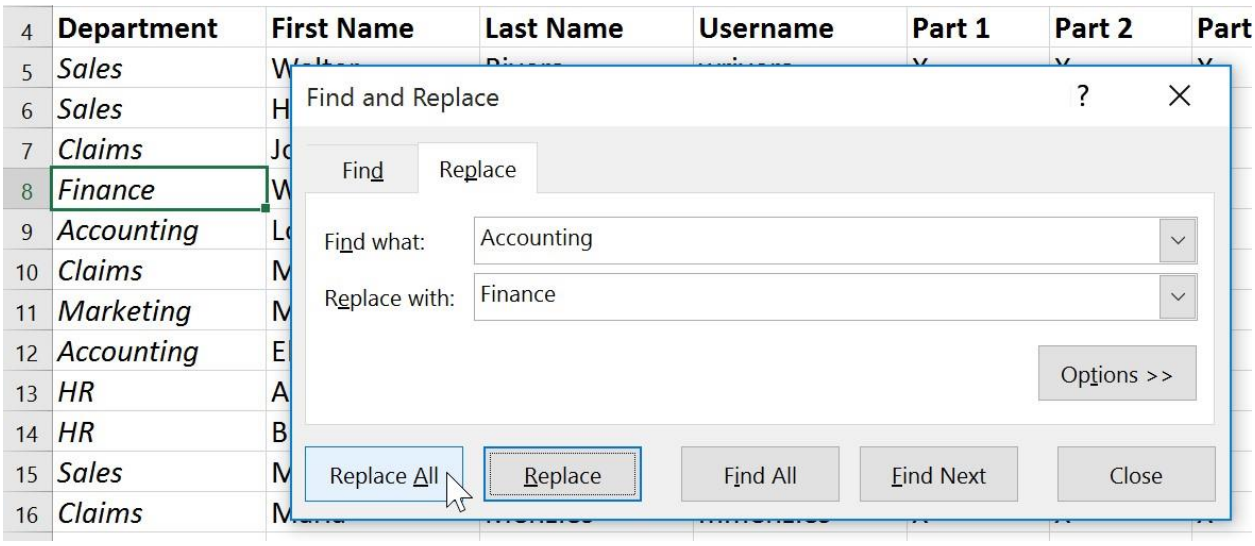
You can also access the Find command by pressing **Ctrl+F** on your keyboard.

1. From the **Home** tab, click the **Find and Select** command, then select **Replace** from the dropdown menu.



2. The **Find and Replace** dialog box will appear. Type the text you want to find in the **Find what:** field.

3. Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.



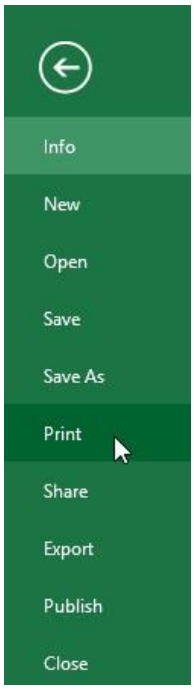
Page Layout and Printing

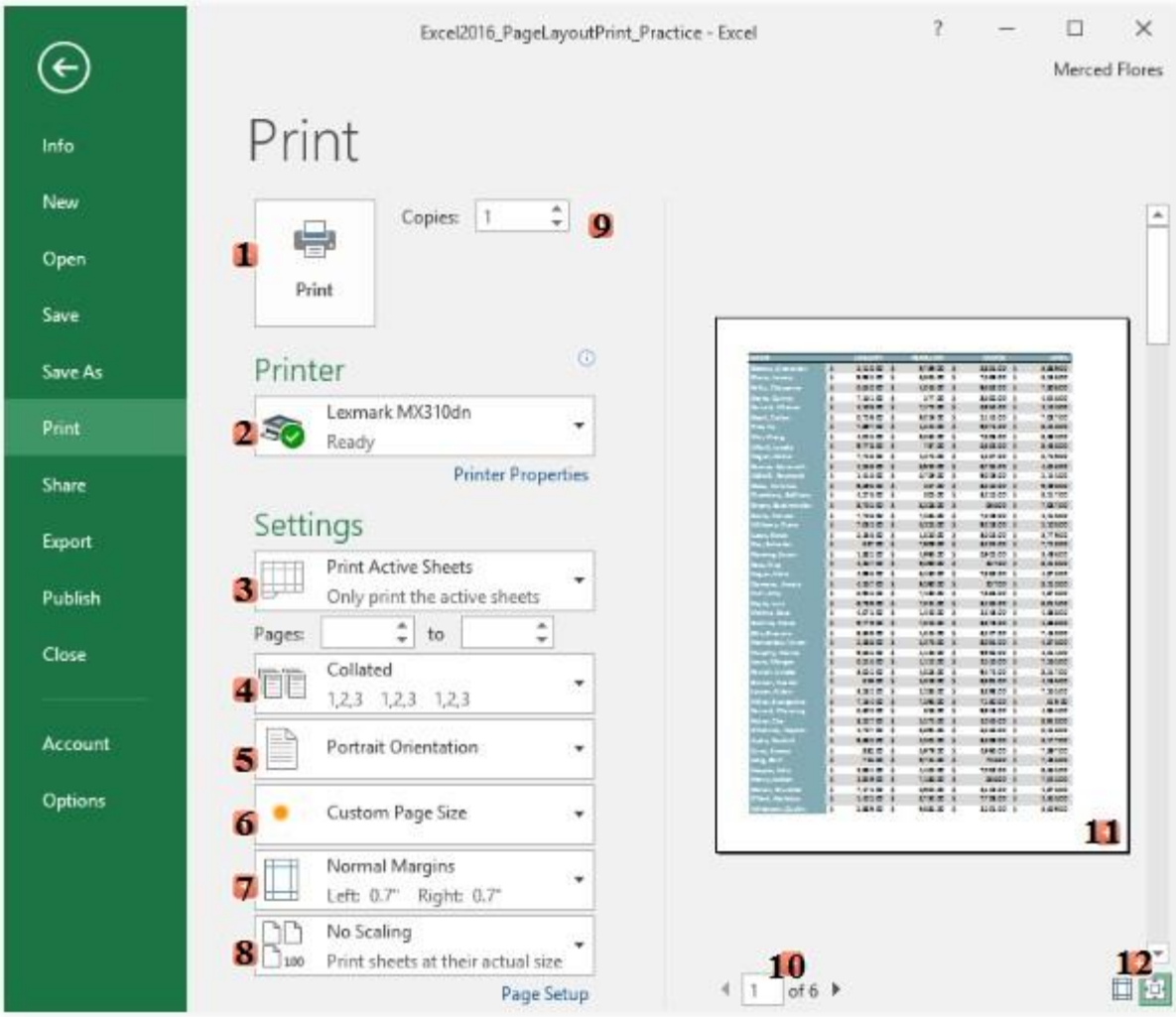
Introduction

There may be times when you want to **print a workbook** to view and share your data **offline**. Once you've chosen your **page layout** settings, it's easy to preview and print a workbook from Excel using the **Print** pane.

To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.


Info
New
Open
Save
Save As
Print
Share
Export
Publish
Close



1. ***Print :*** Click this button to print the workbook.

2. ***Printer :*** If you have multiple printers, select the one you want to use.

3. ***Print Range :*** Here, you can choose to print the active sheets, the entire workbook, or a selection.

4. ***Collated :*** If you are printing multiple copies, you can choose whether they will be collated or uncollated.

5. ***Page Orientation :*** Here, you can choose portrait or landscape orientation.

6. ***Paper Size :*** You can choose the paper size you want to use, if your printer supports this setting.

7. ***Margins :*** Here, you can adjust the page margins.

8. ***Scaling :*** Here, you can choose how to scale your worksheets for printing.

9. ***Copies :*** Here, you can choose how many copies you want to print.

10. ***Page Selection :*** You can click the arrows to view a different page in the Preview pane.

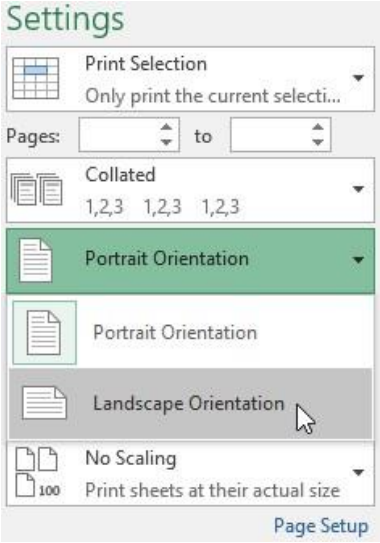
11. ***Preview Pane :*** Here, you can see a preview of how your worksheets will look when printed.

12. ***Show Margins / Zoom to Page :*** The Zoom to Page button on the right will zoom in and out in the Preview pane. The Show Margins button on the left will show the margins in the Preview pane.

To change page orientation:

Excel offers two page orientation options: **landscape** and **portrait**. **Landscape** orients the page **horizontally**, while **portrait** orients the page **vertically**. In our example, we'll set the page orientation to landscape.

1. Navigate to the **Print** pane.
2. Select the desired orientation from the **Page Orientation** drop-down menu. In our example, we'll select **Landscape Orientation**.



NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Gomez, Alexander	$ 5,110.00	$ 9,739.00	$ 6,861.00	$ 3,889.00	$ 6,292.00	$ 8,518.00
Stone, Jeremy	$ 9,935.00	$ 8,365.00	$ 7,639.00	$ 3,533.00	$ 9,665.00	$ 1,126.00
Petty, Cheyenne	$ 6,640.00	$ 4,046.00	$ 9,632.00	$ 7,803.00	$ 6,076.00	$ 5,130.00
Doyle, Quincy	$ 7,161.00	$ 577.00	$ 8,605.00	$ 4,046.00	$ 9,632.00	$ 7,803.00
Conrad, Alfonso	$ 4,108.00	$ 7,172.00	$ 6,964.00	$ 2,122.00	$ 9,542.00	$ 8,252.00
Good, Carlos	$ 6,759.00	$ 9,019.00	$ 5,144.00	$ 7,087.00	$ 1,568.00	$ 8,922.00
Rice, Ivy	$ 7,897.00	$ 1,544.00	$ 9,071.00	$ 8,210.00	$ 7,750.00	$ 4,275.00
Min, Wang	$ 4,046.00	$ 9,632.00	$ 7,803.00	$ 8,392.00	$ 745.00	$ 9,721.00
Alford, Lacota	$ 9,778.00	$ 737.00	$ 6,302.00	$ 8,430.00	$ 7,882.00	$ 4,876.00
Hogan, Abdul	$ 7,750.00	$ 4,275.00	$ 4,267.00	$ 6,759.00	$ 9,019.00	$ 5,144.00
Reeves, Savannah	$ 1,568.00	$ 8,922.00	$ 8,765.00	$ 4,653.00	$ 9,474.00	$ 8,517.00
Abbott, Raymond	$ 1,413.00	$ 6,759.00	$ 9,019.00	$ 5,144.00	$ 8,550.00	$ 5,731.00
Glass, Mufutau	$ 9,590.00	$ 257.00	$ 8,210.00	$ 9,293.00	$ 6,804.00	$ 1,492.00
Chambers, Bethany	$ 4,573.00	$ 605.00	$ 3,215.00	$ 8,517.00	$ 5,233.00	$ 1,650.00
Green, Buckminster	$ 8,765.00	$ 8,258.00	$ 636.00	$ 7,087.00	$ 1,568.00	$ 8,922.00
Evans, Marcia	$ 7,703.00	$ 7,235.00	$ 7,619.00	$ 2,410.00	$ 1,425.00	$ 8,732.00
Williams, Claire	$ 7,032.00	$ 6,255.00	$ 9,218.00	$ 5,106.00	$ 2,881.00	$ 4,462.00
Lucas, Basia	$ 5,233.00	$ 1,650.00	$ 3,052.00	$ 3,779.00	$ 9,405.00	$ 3,588.00
Day, Salvador	$ 627.00	$ 7,909.00	$ 3,204.00	$ 7,710.00	$ 7,161.00	$ 577.00
Fleming, Aaron	$ 1,885.00	$ 4,996.00	$ 6,925.00	$ 3,493.00	$ 2,469.00	$ 5,118.00
Ross, May	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.00	$ 7,750.00	$ 4,275.00
Hogan, Kalia	$ 4,996.00	$ 8,430.00	$ 7,882.00	$ 4,876.00	$ 885.00	$ 6,979.00
Clemons, Amela	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.00	$ 7,700.00	$ 4,000.00
Huff, Amy	$ 6,925.00	$ 7,430.00	$ 7,882.00	$ 4,876.00	$ 1,885.00	$ 4,996.00
Doyle, Lani	$ 8,789.00	$ 7,621.00	$ 3,435.00	$ 8,015.00	$ 5,248.00	$ 840.00
Molina, Zeus	$ 4,075.00	$ 1,240.00	$ 2,243.00	$ 4,383.00	$ 3,425.00	$ 5,545.00
Guthrie, Mona	$ 9,779.00	$ 7,042.00	$ 3,373.00	$ 4,383.00	$ 3,425.00	$ 5,545.00
Ellis, Breanna	$ 8,369.00	$ 1,645.00	$ 3,527.00	$ 7,430.00	$ 7,882.00	$ 4,876.00
Hernandez, Vivien	$ 5,288.00	$ 5,276.00	$ 8,031.00	$ 4,876.00	$ 1,885.00	$ 4,996.00
Murphy, Haviva	$ 9,665.00	$ 1,126.00	$ 9,935.00	$ 2,611.00	$ 4,106.00	$ 5,631.00
Lowe, Morgan	$ 6,516.00	$ 1,112.00	$ 2,516.00	$ 7,565.00	$ 6,256.00	$ 8,794.00
Parrish, Urielle	$ 3,052.00	$ 4,653.00	$ 9,474.00	$ 8,517.00	$ 5,233.00	$ 1,650.00
Brewer, Rachel	$ 619.00	$ 5,319.00	$ 8,891.00	$ 4,533.00	$ 7,752.00	$ 3,756.00