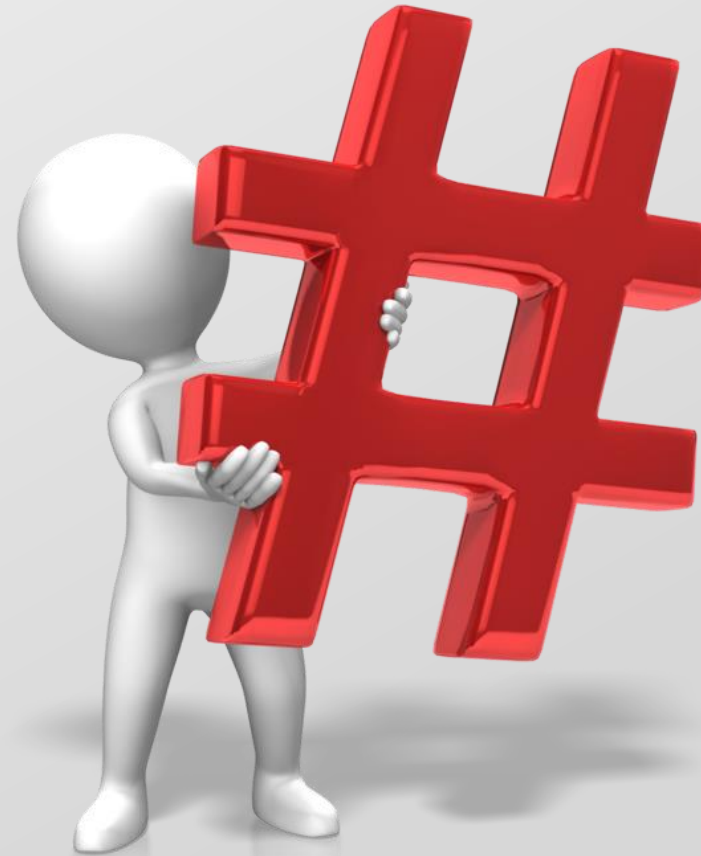


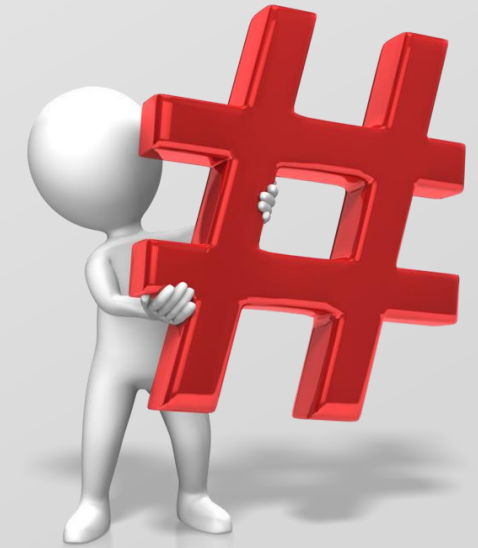
2.1.1 Create Custom Number Formats

- Formatting for Readability
- Default Format is 'General'
- Pre-set Formatting Options



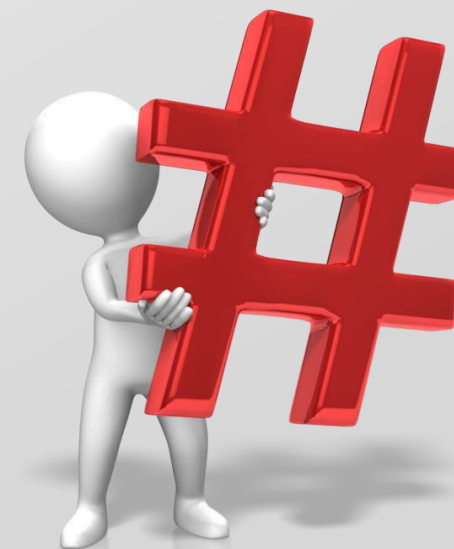
2.1.1 Create Custom Number Formats

| Sections | Number Behaviour | | | |
|----------|------------------|----------|------|------|
| 1 | Positive | Negative | Zero | Text |
| 2 | Positive | Negative | Zero | Text |
| 3 | Positive | Negative | Zero | Text |
| 4 | Positive | Negative | Zero | Text |



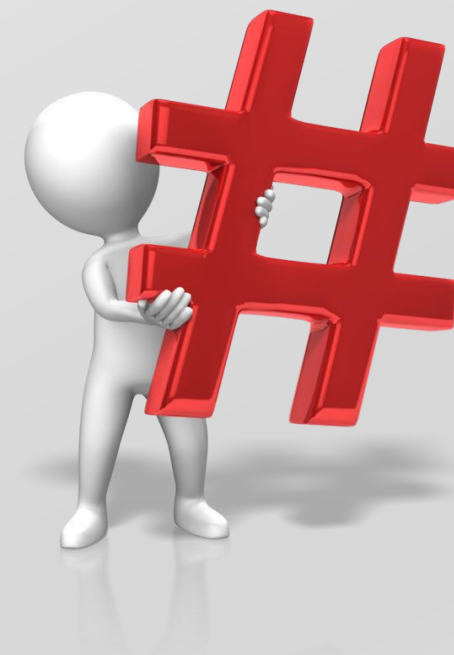
2.1.1 Create Custom Number Formats

| | |
|------------|--|
| # | Display a digit, but does not display anything for leading and trailing zeros for example for example 1234.0 will display as 1234 |
| 0 | Display a digit, even if it is a leading or trailing zero for example 1234.0 |
| ? | Displays a digit and replaces trailing zeros with a blank space so that multiple cells with this format are aligned by the decimal point. |
| , (comma) | Separate a number into thousands, and scales a number by a multiple of one thousand. In some countries, the period (.) is used as the thousands separator. |
| . (period) | Normally used as a decimal point. In some countries, the comma (,) is used as the decimal point. |



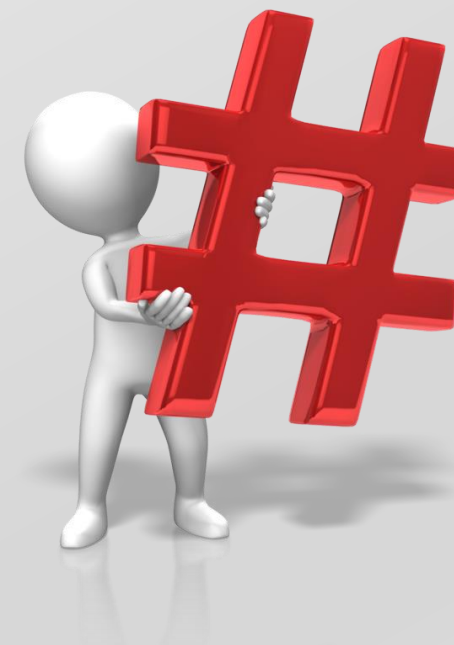
2.1.1 Create Custom Number Formats

| | |
|----------------|---|
| _ (underscore) | Add a blank space that is the width of the character following the underscore in the custom format. For example, the format #,##0.00_- has _- at the end, which means leave a space that is the width of the minus sign. This format is used for the positive number component of the Currency Style format to ensure numbers are aligned by the decimal point, yet allows for the brackets for negative numbers. |
| colour | Apply black, blue, cyan, green, magenta, red, white, or yellow. |



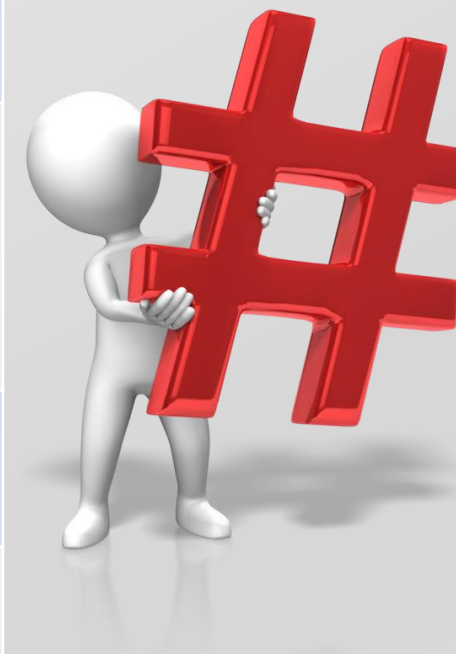
2.1.1 Create Custom Number Formats

| | |
|------------------------|--|
| conditional expression | Specify a simple condition when this format applies. For example, the format [Green][>1000]#,##0 displays the number in a cell in green only if it is greater than 1,000. However, as the conditional formatting feature in the Ribbon is more flexible and powerful than this feature, you should choose the Ribbon feature most often. |
| “text” | The double quotation marks tell Excel to insert the specified text in the displayed value. For example, the format “\$”#,##0.00” DR” places the \$ character at the left side and a DR at the right side of the displayed number. |
| * “character” | The “*” symbol tells Excel to fill the remainder of the cell with the specified character. |



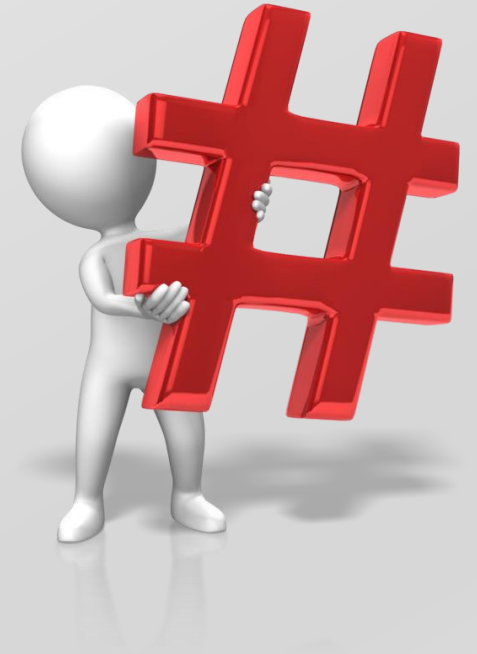
2.1.1 Create Custom Number Formats

| | |
|--------------|---|
| 0 | displays 1234 without the decimal points |
| 0.00 | Displays 1234.00 – you can amend this to show any number of decimal points here. For example if delete the second zero in the Type box, Excel will display 1234.0 |
| #,##0 | Excel adds a comma thousand separator |
| #,##0.00 | Thousand Comma separator with 2 decimal places |
| #,##0;-#,##0 | Thousand Comma separator, no decimal places – minus sign indicating negative numbers |



2.1.1 Create Custom Number Formats

| | |
|---|---|
| <code>#,##0;[Red]-#,##0</code> | This puts the positive number in black and the negative number in red with a minus sign |
| <code>#,##0;[Blue]#,##0</code> | You can customise this to delete the minus sign as change the colour – for example if we change the type code to <code>#,##0;[Blue]#,##0</code> , the cell now has no minus sign and the number displays in blue. |
| <code>[Green]#,##0;[Red]#,##0</code> | Or you could have the positive number displayed in Green and the negative number displayed in Red; |

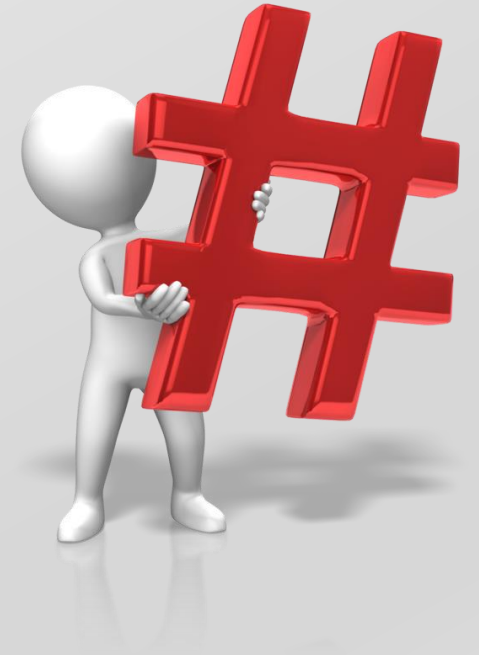


2.1.1 Create Custom Number Formats

[Green]#,##0;[Red]#,##0;[Blue]0;[magenta]

In addition, if you want to set the format for zero numbers or text, we do this by adding the appropriate colours to the sections for example adding blue to the zero numbers and magenta to any text.

Note that, as with using colour, the negative number does not get a minus sign in front of it. This has been replaced by our colour formatting



2.1.1 Create Custom Number Formats

#,##0.00;-#,##0.00

Thousand comma separator with 2 decimal places and minus sign for negative numbers

#,##0.00;[Red]-#,##0.00

Thousand comma separator with 2 decimal places and negative numbers displayed in RED with a minus sign

