

me

sic Excel

ilt-In Excel Functions ▾

cel 2019 New Functions

cel 2016 New Functions

cel Vlookup Tutorial

ot Table Tutorial

cel Formulas

ay Formulas

counting in Excel

s &amp; Tricks

mmon Excel Errors

cel Templates

cel Macros

cel VBA Tutorial

ilt-In VBA Functions

cel 2003 vs 2007

ONSORED SEARCHES

excel date format

excel formulas

word document

excel 0.0

excel templates

Fin  
T.J.[Home](#) » [Basic-Excel](#) » Excel-Custom-Number-Format

## How to Define an Excel Custom Number Format

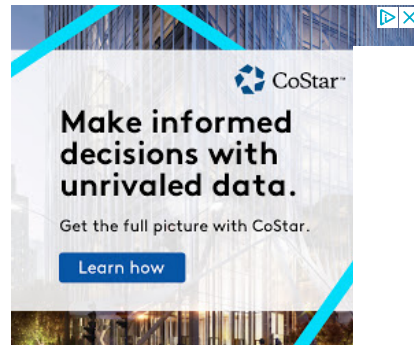
Excel Custom Number  
Format Index:

[Access the Custom  
Formatting Menu](#)

Custom Integer,  
Decimal &  
Currency  
Formatting

[Custom  
Percentage  
Formatting](#)

[Custom Date &  
Time Formatting](#)



### How to Access the Custom Formatting Menu

The Excel custom formatting menu is found in the **Number** tab of the 'Format Cells' dialog box, which can be accessed by either:

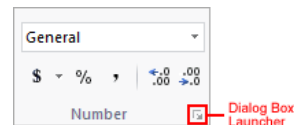
- Right-clicking on the selected cell or range and selecting the **Format Cells ...** option from the right-click menu

or

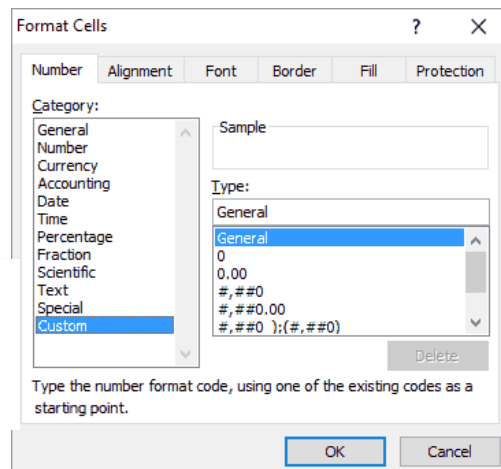
- Using the keyboard shortcut **Ctrl + 1** (i.e. Select the Ctrl key and while holding this down, select the "1" (one) key)

or

- Clicking on the dialog box launcher in the Number grouping within the **Home** tab of the Excel ribbon (see right).



The 'Format Cells' dialog box is shown below:



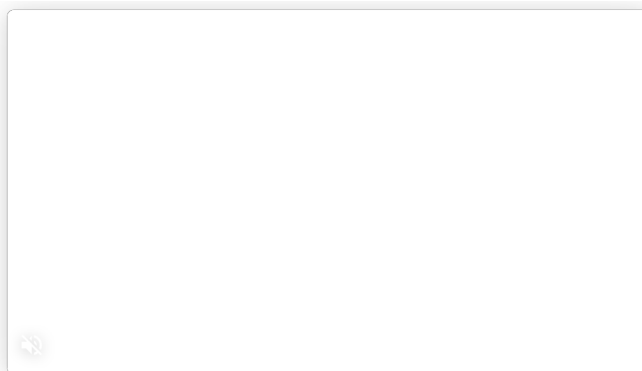
Make sure that the **Number** tab at the top of the dialog box is selected. You will then be presented with a **Category** list on the left hand side of the dialog box.

The **Category** list contains several pre-defined formats that can be used for numeric values, and you may find your required formatting here. If you do not find your required formatting in this list you

can, instead, define your own formatting style.



To define your own custom formatting style this, select the **Custom** option from the **Category** list.



A list of sample formatting styles will then appear on the right of the dialog box. You can either select and use these sample formats as they are, or you can edit them to define your own formatting style.

The following sections discuss the Excel formatting options that can be used for displaying different types of numbers.

### Custom Integer, Decimal & Currency Formatting

When defining an excel custom number format for an integer, a decimal or a currency, the following characters are used:

0	- Forces the display of a digit in its place
#	- Display digit if it adds to the accuracy of the number (but don't display if a leading zero or a zero at the end of a decimal)
.	- Specifies the decimal point
[colour]	- The name of a colour can be inserted between square brackets to define the font colour

Other characters, such as the ",", "\$", "£", "+", "-", "(" and ")" can be displayed at the start, middle and/or end of numbers, to make the number more readable, denote currency, or to denote positive or negative values, etc. You can even replace a number completely with your chosen characters (e.g. replacing a zero value with the text "NIL")

You can define one, two or three basic Excel formats for any one cell. If the cell contains a numeric value, these formats are applied depending on whether the number is positive, negative or zero, as follows:

- If just one text format is supplied, this format is applied to all numbers;
- If two text formats are supplied (separated by a semi-colon), the first format is applied to positive numbers (and the value zero) and the second format is applied to negative numbers;
- If three text formats are supplied (separated by semi-colons), the first format is applied to positive numbers, the second format is applied to negative numbers and the third format is applied to the value zero.

### Decimal & Currency Formatting Examples

The following examples show the effect of different Excel formatting definitions on the numbers 5198.34, -98.66667 and 0

Formatting Definition:	Resulting Formatted Number		
	5198.34	-98.66667	0
0000.0000	5198.3400	-0098.6667	0000.0000
0.0##	5198.34	-98.667	0.0
+#,##0.00; -#,##0.00	+5,198.34	-98.67	+0.00
+#,##0.0#; (#,##0.0#); "NIL"	+5,198.34	(98.67)	NIL
[Blue]+0.0; [Red](0.0#); [Green]"NIL"	+5198.3	(98.67)	NIL
\$#,##0.00	\$5,198.34	-\$98.67	\$0.00

### Excel Custom Percentage Formatting

The formatting of percentages in Excel uses the "0", "#" and "." characters in the same way as the formatting of integers and decimals. However, when using the percentage format, Excel displays the number multiplied by 100 and followed by the % sign.

### Percentage Formatting Examples

Some examples of the numbers 0.55555, -0.5 and 0, formatted as percentages are shown below:

Formatting Definition:	Resulting Formatted Number		
	0.55555	-0.5	0
0.00%	55.56%	-50.00%	0.00%
0.0##%	55.555%	-50.0%	0.0%
[Blue]+0.0%; [Red]-0.0%; [Green]0.0%	+55.6%	-50.0%	0.0%

### Excel Custom Date & Time Formatting

When formatting a cell as a date, time or date and time, use the following characters:

- 
- d - Day of the month or day of week
    - d = one or two digit representation (e.g. 1, 12)
    - dd = 2 digit representation (e.g. 01, 12)
    - ddd = abbreviated day of week (e.g. Mon, Tue)

dddd = full name of day of week (e.g. Monday, Tuesday)

m	-	Month (when used as part of a date) m = one or two digit representation (e.g. 1, 12) mm = two digit representation (e.g. 01, 12) mmm = abbreviated month name (e.g. Jan, Dec) mmmm = full name of month (e.g. January, December)
y	-	Year yy = 2-digit representation of year(e.g. 99, 08) yyyy = 4-digit representation of year(e.g. 1999, 2008)
h	-	Hour h = one or two digit representation (e.g. 1, 20) hh = two digit representation (e.g. 01, 20)
m	-	Minute (when used as a part of a time) m = one or two digit representation (e.g. 1, 55) mm = two digit representation (e.g. 01, 55)
s	-	Second s = one or two digit representation (e.g. 1, 45) ss = two digit representation (e.g. 01, 45)
AM/PM	-	Indicates that a time should be represented using a 12-hour clock, followed by "AM" or "PM"

### Date & Time Formatting Examples

The example below shows different Excel formatting definitions for the date and time '06:00AM on August 25th, 2016':

Formatting Definition:	Resulting Format of Date / Time
mm/dd/yy	08/25/16
m/d/yyyy	8/25/2016
ddd mmmm dd, yyyy	Thu August 25, 2016
mm/dd/yyyy hh:mm:ss	08/25/2016 06:00:00
hh:mm:ss	06:00:00
dddd mmm dd yyyy hh:mm:ss AM/PM	Thursday Aug 25 2016 06:00:00 AM

[Return to the \*\*Basic Excel\*\* Page](#)

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