7

ICT Activity Sheet Quarter 3 |Weeks 5-6

Number Formats in Excel

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WRITERS

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Introductory Message

Welcome to ICT 7!

The **Learning Activity Sheet** is self-directed instructional materials aimed to guide the learners in accomplishing activities at their own pace and time using the contextualized resources in the community. This will also assist the learners in acquiring the lifelong learning skills, knowledge and attitudes for productivity and employment.

For learning facilitator:

The **ICT 7 Activity Sheet** will help you facilitate the leaching-learning activities specified in each Most Essential Learning Competency (MELC) with minimal or no face-to-face encounter between you and learner. This will be made available to the learners with the references/links to ease the independent learning.

For the learner:

The **ICT 7 Activity Sheet** is developed to help you continue learning even if you are not in school. This learning material provides you with meaningful and engaging activities for independent learning. Being an active learner, carefully read and understand the instructions then perform the activities and answer the assessments. This will be returned to your facilitator on the agreed schedule.

Name of Learner:_____ **Grade and Section:**_____
School:_____ **Date:** _____

ICT 7 ACTIVITY SHEET
Number formats in Excel

Learning Competency:

Applying number formats in Excel.

Support Competencies:

- Applying Currency, Percentage and Date formats.
- Applying Increase Decimal and Decrease Decimal.

Background Information for Learners

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.

In this lesson, you will learn

Activity 1.

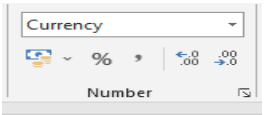
When you apply a number format, you're telling your spreadsheet exactly **what types of values** are stored in a cell. For example, the **date** format tells the spreadsheet that you're entering **specific calendar dates**. This allows the spreadsheet to better understand your data, which can help ensure that your data remains consistent and that your formulas are calculated correctly.

Note: If you don't need to use a specific number format, the spreadsheet will usually apply the **general** number format by default.

Applying Number Format

A. Currency format

1. Open the workbook file **Q3_PT2_*****.
2. Highlight range C4:C15
3. Go to the **Home** tab, click the **Number Format** drop-down menu in the **Number** group, and select the **Currency** format.



4. The **Currency** number format is now applied, which adds Philippine currency symbols and displays two decimal places numerical values.

	A	B	C	D	E	F
1	LIST OF RENTAL SUMMARY					
2			Action	Drama	Comedy	Suspense
3		Video Outlets				
4	January	AR Video Shop	₱1,500.00	1500	4500	8000
5	February	Magnetic Video Shop	₱1,500.00	1500	4500	5700
6	March	Magnatech Video	₱5,000.00	5000	4500	3000
7	April	3-R Video Shop	₱1,500.00	1500	4500	6000
8	May	Gomez Video Shop	₱6,500.00	6500	4500	3500
9	June	Arthur Video Shop	₱1,500.00	1500	4500	9000
10	July	Laser Video	₱1,500.00	1500	4500	10000
11	August	Hi-Tech Entertainment	₱10,400.00	10400	4500	6900
12	September	Vivo Video Shop	₱5,200.00	8900	5000	7000
13	October	XYZ Entertainment	₱6,825.00	4500	6000	5800
14	November	Star Zinema Video	₱5,230.00	6300	7000	2300
15	December	Regal Video Shop	₱6,400.00	7000	8000	8900

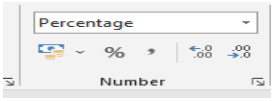
B. Percentage format

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

As you may remember from math class, a percentage can also be written as a **decimal**. So 15% is the same thing as 0.15, 7.5% is 0.075, 20% is 0.20, 55% is 0.55, and so on.

Applying Percentage Format

1. Select cell G4 and type 0.05
2. Select range G4:G15 to change the format to Percentage.
3. Go to the **Home** tab, click the **Number Format** drop-down menu in the **Number** group, and select the **Percentage** format.



4. The percentage format is now applied.

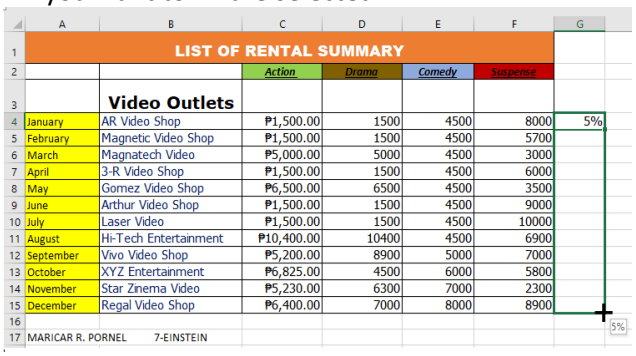
Using Autofill to copy the data content in G4 to range G5:G15.

1. Select G4, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.

The position of the should look like this:

	A	B	C	D	E	F	G
1	LIST OF RENTAL SUMMARY						
2			Action	Drama	Comedy	Suspense	
3		Video Outlets					
4	January	AR Video Shop	₱1,500.00	1500	4500	8000	5%
5	February	Magnetic Video Shop	₱1,500.00	1500	4500	5700	
6	March	Magnatech Video	₱5,000.00	5000	4500	3000	
7	April	3-R Video Shop	₱1,500.00	1500	4500	6000	
8	May	Gomez Video Shop	₱6,500.00	6500	4500	3500	
9	June	Arthur Video Shop	₱1,500.00	1500	4500	9000	
10	July	Laser Video	₱1,500.00	1500	4500	10000	
11	August	Hi-Tech Entertainment	₱10,400.00	10400	4500	6900	
12	September	Vivo Video Shop	₱5,200.00	8900	5000	7000	
13	October	XYZ Entertainment	₱6,825.00	4500	6000	5800	
14	November	Star Zinema Video	₱5,230.00	6300	7000	2300	
15	December	Regal Video Shop	₱6,400.00	7000	8000	8900	
16							
17	MARICAR R. PORNEL	7-EINSTEIN					

2. Click and drag the **fill handle** until all of the cells you want to fill are selected.



	A	B	C	D	E	F	G
1	LIST OF RENTAL SUMMARY						
2			Action	Drama	Comedy	Suspense	
3		Video Outlets					
4	January	AR Video Shop	₱1,500.00	1500	4500	8000	5%
5	February	Magnetic Video Shop	₱1,500.00	1500	4500	5700	
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9	June	Arthur Video Shop	₱1,500.00	1500	4500	9000	
10	July	Laser Video	₱1,500.00	1500	4500	10000	
11	August	Hi-Tech Entertainment	₱10,400.00	10400	4500	6900	
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14	November	Star Zinema Video	₱5,230.00	6300	7000	2300	
15	December	Regal Video Shop	₱6,400.00	7000	8000	8900	
16							
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5% +

5. Release the mouse to **fill** the selected cells.

	A	B	C	D	E	F	G
1	LIST OF RENTAL SUMMARY						
2			Action	Drama	Comedy	Suspense	
3		Video Outlets					
4	January	AR Video Shop	₱1,500.00	1500	4500	8000	5%
5	February	Magnetic Video Shop	₱1,500.00	1500	4500	5700	5%
6	March	Magnatech Video	₱5,000.00	5000	4500	3000	5%
7	April	3-R Video Shop	₱1,500.00	1500	4500	6000	5%
8	May	Gomez Video Shop	₱6,500.00	6500	4500	3500	5%
9	June	Arthur Video Shop	₱1,500.00	1500	4500	9000	5%
10	July	Laser Video	₱1,500.00	1500	4500	10000	5%
11	August	Hi-Tech Entertainment	₱10,400.00	10400	4500	6900	5%
12	September	Vivo Video Shop	₱5,200.00	8900	5000	7000	5%
13	October	XYZ Entertainment	₱6,825.00	4500	6000	5800	5%
14	November	Star Zinema Video	₱5,230.00	6300	7000	2300	5%
15	December	Regal Video Shop	₱6,400.00	7000	8000	8900	5%
16							
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C. Date Format

Whenever you're working with **dates**, you'll want to use a date format to tell the spreadsheet that you're referring to **specific calendar dates**, like July 15, 2014.

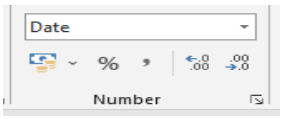
Spreadsheets don't understand information the same way a person would. For instance, if you type **October** into a cell, the spreadsheet won't know you're entering a date so it will treat it like any other text. Instead, when you enter a date, you'll need to use a **specific format** your spreadsheet understands, like **month/day/year** (or **day/month/year** depending on which country you're in). In the example below, we'll type **10/12/2014** for October 12, 2014.

Our spreadsheet will then automatically apply the date number format for the cell.

Applying Date format

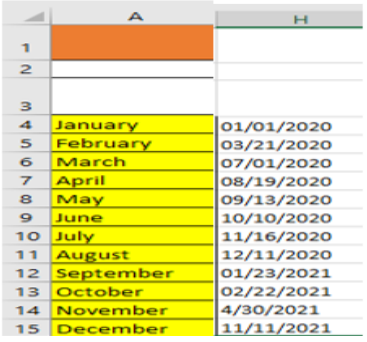
1.Select range H4:H15.

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



3.The date format is now applied.

4.Select cell H4, and type the data correspondingly to each cell address as shown below:



	A	H
1		
2		
3		
4	January	01/01/2020
5	February	03/21/2020
6	March	07/01/2020
7	April	08/19/2020
8	May	09/13/2020
9	June	10/10/2020
10	July	11/16/2020
11	August	12/11/2020
12	September	01/23/2021
13	October	02/22/2021
14	November	4/30/2021
15	December	11/11/2021

Widen the width of column H to fit the date.

Note: 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, such as including the day of the week or omitting the year.

Increase Decimal and Decrease Decimal

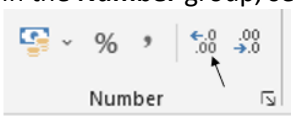
The **Increase Decimal** and **Decrease Decimal** commands allow you to control how many decimal places are displayed in a cell. These commands don't change the value of the cell; instead, they display the value to a set number of decimal places.

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.

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

To Increase Decimal and Decrease Decimal

1. **Select range D4:D15.**
2. Go to the **Home** tab and in the **Number** group, select Increase Decimal until it will have two decimal places.



3. Select range C4:C15
4. Go to the **Home** tab and in the **Number** group, select Decrease Decimal until there is no decimal places.
5. Save the workbook with a new filemane **Q3_W5_*****(where *** is your family name).
   The final output of Activity 1 should look something like this:

1	LIST OF RENTAL SUMMARY						
2			Action	Drama	Comedy	Suspense	
3		Video Outlets					
4	January	AR Video Shop	₱1,500	1500.00	4500	8000	5% 01/01/2020
5	February	Magnetic Video Shop	₱1,500	1500.00	4500	5700	5% 03/21/2020
6	March	Magnatech Video	₱5,000	5000.00	4500	3000	5% 07/01/2020
7	April	3-R Video Shop	₱1,500	1500.00	4500	6000	5% 08/19/2020
8	May	Gomez Video Shop	₱6,500	6500.00	4500	3500	5% 09/13/2020
9	June	Arthur Video Shop	₱1,500	1500.00	4500	9000	5% 10/10/2020
10	July	Laser Video	₱1,500	1500.00	4500	10000	5% 11/16/2020
11	August	Hi-Tech Entertainment	₱10,400	10400.00	4500	6900	5% 12/11/2020
12	September	Vivo Video Shop	₱5,200	8900.00	5000	7000	5% 01/23/2021
13	October	XYZ Entertainment	₱6,825	4500.00	6000	5800	5% 02/22/2021
14	November	Star Zinema Video	₱5,230	6300.00	7000	2300	5% 4/30/2021
15	December	Regal Video Shop	₱6,400	7000.00	8000	8900	5% 11/11/2021
16							
17	MARICAR R. PORNEL	7-EINSTEIN					

Activity 2.

Using the same workbook in Activity 1, perform the following tasks:

1. Select range D4:F15 and apply **Currency** format.
2. Select range C4: F15 and use **Increase Decimal** to set the data values into 2 decimal places.
3. Select range G4:G15 and **center align** the data contents.
4. Select range H11:H15 and change the **Date** format to Long date.
   Widen the width of column H to fit the date.
5. Select range C4:F15, and click **Coma Style** in the **Number** group of the **Home** tab.

6. Save the workbook with a new filename **Q3_PT5_*****(where *** is your family name)
   The final output of Activity 2 should look something like this:

1	LIST OF RENTAL SUMMARY						
2			Action	Drama	Comedy	Suspense	
3		Video Outlets					
4	January	AR Video Shop	₱1,500.00	₱1,500.00	₱4,500.00	₱8,000.00	5% 01/01/2020
5	February	Magnetic Video Shop	₱1,500.00	₱1,500.00	₱4,500.00	₱5,700.00	5% 03/21/2020
6	March	Magnatech Video	₱5,000.00	₱5,000.00	₱4,500.00	₱3,000.00	5% 07/01/2020
7	April	3-R Video Shop	₱1,500.00	₱1,500.00	₱4,500.00	₱6,000.00	5% 08/19/2020
8	May	Gomez Video Shop	₱6,500.00	₱6,500.00	₱4,500.00	₱3,500.00	5% 09/13/2020
9	June	Arthur Video Shop	₱1,500.00	₱1,500.00	₱4,500.00	₱9,000.00	5% 10/10/2020
10	July	Laser Video	₱1,500.00	₱1,500.00	₱4,500.00	₱10,000.00	5% 11/16/2020
11	August	Hi-Tech Entertainment	₱10,400.00	₱10,400.00	₱4,500.00	₱6,900.00	5% Thursday, 12 November 2020
12	September	Vivo Video Shop	₱5,200.00	₱8,900.00	₱5,000.00	₱7,000.00	5% Friday, 13 November 2020
13	October	XYZ Entertainment	₱6,825.00	₱4,500.00	₱6,000.00	₱5,800.00	5% Saturday, 14 November 2020
14	November	Star Zinema Video	₱5,230.00	₱6,300.00	₱7,000.00	₱2,300.00	5% Sunday, 15 November 2020
15	December	Regal Video Shop	₱6,400.00	₱7,000.00	₱8,000.00	₱8,900.00	5% Monday, 16 November 2020
16							
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Activity 3.

Answer the following questions.

Multiple Choice. Select the letter of your choice.

1. What will precede the number if your format a number using the Currency option?
   a. It will add currency symbol such as Peso sign
   b. It will add two zeros.
   c. It will add a minus sign
   d. None of th above
2. What menu will you click to access number format
   a. File b. Insert c. Home d. Format
3. *What Format Cells dialogue box can we locate the number formatting commands?*
   a. Font c. Styles
   b. Alignment d. Number
4. When you apply a number format, you're telling your spreadsheet _____ are stored in a cell.
   a. where values came from that
   b. exactly what types of values
   c. how many values
5. The date format tells the Spraadsheet that you're entering _____.
   a. a year c. specific calendar date
   b. a dollar amount d. you are going to family occasion

6. A percentage can also be written as a decimal**.**
   a. True b. False

7. _____ displays values such as 20% or 55%. This is especially helpful when calculating things like the cost of sales tax or a tip.
   a. date c. currency
   b. percentage d. none of the above

8. The _____ commands allow you to control how many decimal places are displayed in a cell.
   a. more decimal and less decimal
   b. forward decimal and backward decimal
   c. increase decimal and decrese decimal
   d. none of the above

9. To access other date formatting options, select the Number Format drop-down menu and choose:
   a. extra number format
   b. additional number formats
   c. more number formats
   d. none of the above

10. If you don't need to use a specific number format, the spreadsheet will usually apply the _____ number format.
   a. general c. default
   b. any d. currency

11. Increase/Decrease Decimal commands don't work with some number formats, like _____ _____ _____.
   a. Decimal and fraction
   b. Date and Fraction
   c. Number and Date
   d. Calendar and Text

Complete the statements below.

I understand_____
I don't understand _____
I need more information about _____

Links and/or Other References

https://edu.gcfglobal.org/en/excel/getting-started-with-excel/1/
https://www.deskbright.com/excel/workbook-and-worksheet-basics/
https://quizizz.com/admin/quiz/5e594339bbdbd6001ce4053e/understanding-number-formats-quiz