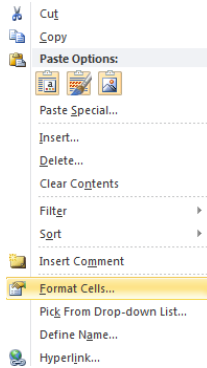# SECTION IV: Formatting

Formatting in Excel allows you to change the appearance of cells or the appearance of the spreadsheet as a whole.

Cells

Formatting cells allow you to change the appearance of the value within the cell without changing the value, such as converting number into a currency or percentage value.

To Format a Cell:
1. Select the cell or cells to format
2. Right click and select *Format Cells*.

The Format Cells dialogue box will appear