Formatting Numbers Using the Ribbon
This guide will show you how to put numbers in a cell in different formats by using the formatting ribbon.

Step 1
The Number Format button is found in the Number group under the Home tab.

Step 2
Select the cell or group of cells to be formatted.
Step 3
Click the Number Format dropdown. Choose the desired format for the cells (e.g. general, percentage, date, accounting, currency).

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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