

CHAPTER 5

InFocus

NUMBER FORMATTING TECHNIQUES

Having selected a format for your numbers, be it currency, date, time or the like, you are then able to select from a range of formats within each category.

You can, for instance, format dates to appear in a short **1/2/08** format, or in a longer **Friday 01 February, 2008** format. With the ability to apply a range of formats, you can easily customise your worksheets specific to your needs.

As well as selecting from the default range of formats, you can create custom number formats to apply to your data.

In this session you will:

- ✓ learn how to apply alternate currencies
- ✓ learn how to format dates
- ✓ learn how to format time
- ✓ learn how to create and apply custom number formats.

USING ALTERNATE CURRENCIES

When you apply the **Currency** or **Accounting** number format to data, Excel will format the selected range using the currency format as defined in the setup of your computer. So, for



instance, in Australia, the data will be formatted as \$ while in the UK, numbers will be formatted as £. The currency formats also give you access to other **alternate currencies** such as € (Euro).

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *E820 Number Formats_1.xlsx...*

1 Ensure that the **Global Balances** worksheet is active, then select the range **B6:H6**

2 On the **Home** tab, click on the drop arrow  for **Accounting Number Format**  in the **Number** group to display six alternate currency formats

3 Click on **\$ English (Australia)**

4 Select cells **B7:H7** then repeat steps 2 and 3 to apply **£ English (United Kingdom)**

5 Repeat steps 2 and 3 to apply the currencies as shown

You will need to select **\$ English (Aust)**, **£ English (UK)**, **€ Euro (€ 123)** and **¥ Chinese (PRC)**

2



3

	A	B	C	D	E	
1						Alpheius Global Enterprises
2						Balance Sheet (Half Year)
3						
4	Revenue	Jan	Feb	Mar	Apr	
5						
6	Sydney	\$ 2,531,225.00	\$ 2,621,889.00	\$ 2,453,999.00	\$ 2,547,441.00	\$ 1,977,558.00
7	London	£ 3,521,487.00	£ 2,985,448.00	£ 2,741,221.00	£ 2,521,447.00	£ 2,255,665.00
8	Amsterdam	€ 1,050,254.00	€ 1,547,000.00	€ 1,358,654.00	€ 1,557,147.00	€ 856,887.00
9	Beijing	¥ 1,524,294.00	¥ 1,685,548.00	¥ 1,599,854.00	¥ 1,789,552.00	¥ 1,896,159.00
10						

4



	A	B	C	D	E	
1						Alpheius Global Enterprises
2						Balance Sheet (Half Year)
3						
4	Revenue	Jan	Feb	Mar	Apr	
5						
6	Sydney	\$ 2,531,225.00	\$ 2,621,889.00	\$ 2,453,999.00	\$ 2,547,441.00	\$ 1,977,558.00
7	London	£ 3,521,487.00	£ 2,985,448.00	£ 2,741,221.00	£ 2,521,447.00	£ 2,255,665.00
8	Amsterdam	€ 1,050,254.00	€ 1,547,000.00	€ 1,358,654.00	€ 1,557,147.00	€ 856,887.00
9	Beijing	¥ 1,524,294.00	¥ 1,685,548.00	¥ 1,599,854.00	¥ 1,789,552.00	¥ 1,896,159.00
10						

5



act \$ lish and ¥		B	C	D	E	F	G	H
		Alpheius Global Enterprises						
		Balance Sheet (Half Year)						
		Jan	Feb	Mar	Apr	May	Jun	Total
		\$ 2,531,225.00	\$ 2,621,889.00	\$ 2,453,999.00	\$ 2,547,441.00	\$ 1,977,558.00	\$ 2,477,332.00	\$ 14,609,444.00
		€ 3,521,487.00	€ 2,985,448.00	€ 2,741,221.00	€ 2,521,447.00	€ 2,255,665.00	€ 2,558,666.00	€ 16,583,934.00
		€ 1,050,254.00	€ 1,547,000.00	€ 1,488,369.00	€ 1,523,124.00	€ 1,358,654.00	€ 1,557,147.00	€ 8,524,548.00
		¥ 1,524,294.00	¥ 1,685,548.00	¥ 1,599,854.00	¥ 1,789,552.00	¥ 1,542,963.00	¥ 1,896,159.00	¥ 10,038,370.00
10								
11								
12	Expenses	Jan	Feb	Mar	Apr	May	Jun	Total
13								
14	Sydney	\$ 1,392,666.00	\$ 1,441,447.00	\$ 1,349,552.00	\$ 1,400,116.00	\$ 1,087,664.00	\$ 1,362,225.00	\$ 8,033,670.00
15	London	€ 1,936,882.00	€ 1,641,554.00	€ 1,507,774.00	€ 1,386,448.00	€ 1,240,885.00	€ 1,406,992.00	€ 9,120,535.00
16	Amsterdam	€ 550,998.00	€ 850,554.00	€ 818,874.00	€ 837,228.00	€ 746,664.00	€ 856,887.00	€ 4,661,205.00
17	Beijing	¥ 838,223.00	¥ 926,778.00	¥ 879,114.00	¥ 983,225.00	¥ 848,999.00	¥ 1,042,224.00	¥ 5,518,563.00
18								

For Your Reference...

To **use** an **alternate currency**:

1. Select the cell(s)
2. On the **Home** tab, click on the drop arrow  for **Accounting Number Format**  and select the currency

Handy to Know...

- You can select from 390 currency options by clicking on the **dialog box launcher**  for the **Number** group to display the **Number** tab of the **Format Cells** dialog box. Click on **Currency** or **Accounting** in **Category**, then click on the drop arrow  for **Symbol** and select an alternate currency.

FORMATTING DATES

Excel makes intelligent guesses about the type of data that you enter into a cell – if you enter 12/12/08, Excel will apply a **date** format to that cell. **Date formats** are generally a combination of

day, month and year with a variety of separating symbols. You can apply one of seventeen formats provided for you or create your own custom format using **d** for day, **m** for month or **y** for year.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **E820 Number Formats_2.xlsx...**

1


Click on the **Sales Record** worksheet tab to make it the active worksheet

The Years Service might appear differently than shown here as it is a calculated value based on the current date...

2

Select the range **D4:D13**

3

On the **Home** tab, click on the **dialog box launcher**  for the **Number** group

This will display the Number tab of the Format Cells dialog box...

4

Ensure that **Date** is selected in **Category** then scroll through the **Type** list to examine the available formats

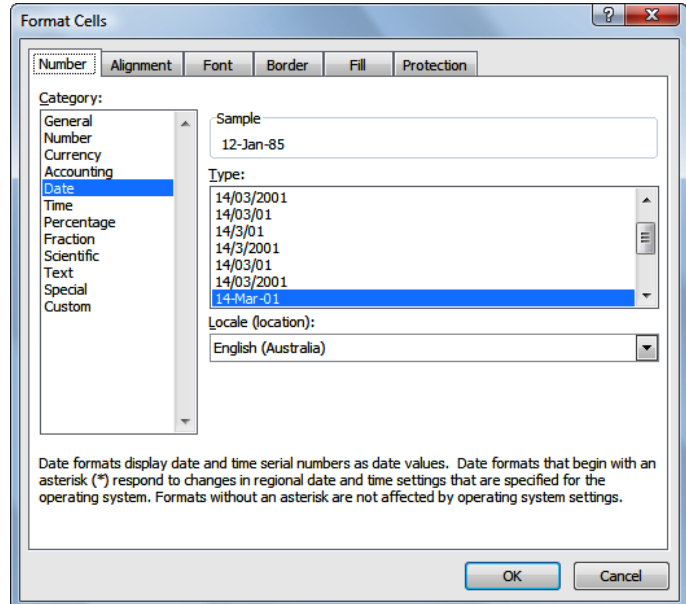
5

Scroll to the top of the **Type** list and click on ***14/03/2001**

6

Click on **[OK]** to apply the format

3




	A	B	C	D	E	F	G	H
1	Sales Records - 2010							
2								
3	Employee No	First Name	Last Name	Date Started	Years Service	Volume Sold	Total Sales	
4	2344	John	Smith	12/01/1985	25.4312968	616520	8220266	
5	3433	Mary	Henry	3/02/1978	32.37174855	896269	12771833	
6	3233	Harry	Ulin	4/02/1978	32.3690107	1490481	35324399	
7	5445	Jim	Harrison	4/03/1991	19.29303534	739106	17338194	
8	3333	Larry	Graham	13/01/1992	18.43061234	533552	9670630	
9	4444	David	Jenkins	14/01/1992	18.42787449	425520	6152310	
10	3332	Ian	Quinn	5/05/1967	43.12328859	1810954	36973644	
11	9887	Horace	Smyth	3/02/1979	31.37243301	806636	10755146	
12	4646	Yolanda	Victor	3/02/1994	16.37174855	352131	5061883	
13	5555	Quentin	Engels	5/02/1994	16.36627285	571268	13329586	
14								
15						Total Sales	155597891	
16								

6

For Your Reference...

To **format dates**:

1. Select the cell(s)
2. Click on the **dialog box launcher**  for the **Number** group on the **Home** tab
3. Click on **Date** in **Category** and select a **Type**
4. Click on **[OK]**

Handy to Know...

- Occasionally you might enter a number (e.g. 12345) and it automatically changes to a date. This happens because the cell has previously been formatted as a date and Excel continues to recognise numbers as a date serial number. To display the data as a number, change the format to **Number**.

the data a time field in relation to a **clock** (which ranges from 0:00 to 23:59), or is it a **total** of hours. You will need to choose a format dependant on how you want to display the data.

**Same
File**

1

If you type 7:00 into a cell, Excel will apply the format shown in the formula bar. Let's apply the Time format...

2

3

Let's calculate elapsed time...

4

Elapsed time requires a custom
Time format...

5

6

7

Now let's fix the weekly totals...

8

Select cells **G4:G13** and repeat steps **5** and **6** to format them

4

<i>f_x</i>	C	D	E	F	G
	<i>Last Name</i>	<i>Start Time</i>	<i>Finish Time</i>	<i>Daily Hours</i>	<i>Weekly Hours</i>
	Smith	7:00:00 AM	5:00:00 PM	10:00:00 AM	2.083333333
	Henry	7:15:00 AM	5:15:00 PM		0
	Ulin	7:30:00 AM	6:00:00 PM		0
	Harrison	8:00:00 AM	8:00:00 PM		0
	Graham	6:30:00 AM	1:00:00 PM		0
	Jenkins	7:00:00 AM	3:00:00 PM		0
	Quinn	6:00:00 AM	2:30:00 PM		0
	Smyth	8:15:00 AM	6:30:00 PM		0
	Victor	9:00:00 AM	3:00:00 PM		0
	Engels	8:30:00 AM	5:00:00 PM		0
			<i>Total</i>	<i>10:00:00</i>	


6

=E4-D4					
	C	D	E	F	G
	Last Name	Start Time	Finish Time	Daily Hours	Weekly Hours
	Smith	7:00:00 AM	5:00:00 PM	10:00:00	2.083333333
	Henry	7:15:00 AM	5:15:00 PM		0
	Ulin	7:30:00 AM	6:00:00 PM		0
	Harrison	8:00:00 AM	8:00:00 PM		0
	Graham	6:30:00 AM	1:00:00 PM		0
	Jenkins	7:00:00 AM	3:00:00 PM		0
	Quinn	6:00:00 AM	2:30:00 PM		0
	Smyth	8:15:00 AM	6:30:00 PM		0
	Victor	9:00:00 AM	3:00:00 PM		0
	Engels	8:30:00 AM	5:00:00 PM		0
			Total	10:00:00	

8

f6	=F4*5				
	C	D	E	F	G
	Last Name	Start Time	Finish Time	Daily Hours	Weekly Hours
	Smith	7:00:00 AM	5:00:00 PM	10:00:00	50:00:00
	Henry	7:15:00 AM	5:15:00 PM	10:00:00	50:00:00
	Ulin	7:30:00 AM	6:00:00 PM	10:30:00	52:30:00
	Harrison	8:00:00 AM	8:00:00 PM	12:00:00	60:00:00
	Graham	6:30:00 AM	1:00:00 PM	6:30:00	32:30:00
	Jenkins	7:00:00 AM	3:00:00 PM	8:00:00	40:00:00
	Quinn	6:00:00 AM	2:30:00 PM	8:30:00	42:30:00
	Smyth	8:15:00 AM	6:30:00 PM	10:15:00	51:15:00
	Victor	9:00:00 AM	3:00:00 PM	6:00:00	30:00:00
	Engels	8:30:00 AM	5:00:00 PM	8:30:00	42:30:00
			Total	90:15:00	

To *format time*:

1. Select the cell(s) then click on the **dialog box launcher**  for the **Number** group on the **Home** tab
2. Click on **Time** or **Custom** in **Category**, select a **Type** and click on **[OK]**

- To display just the total hours and minutes of elapsed time, without the seconds, select **[h]:mm:ss** in the **Format Number** dialog box, then delete **:ss** from the code in **Type** and press **Enter**.

CREATING CUSTOM FORMATS


Custom formats enable you to set the exact appearance that you require for your data. For example, you may want to add text to values to indicate exactly what the value represents, such

as **kg** or **lb**. You may want to display the name of a day, rather than the date. You may want to separate the **\$** from the numbers by one space. These can all be achieved using custom formats.

Try This Yourself:

Same File

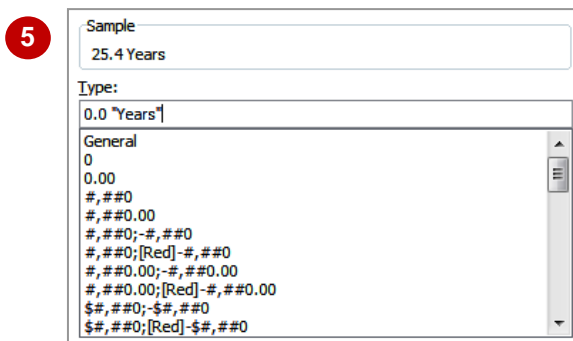
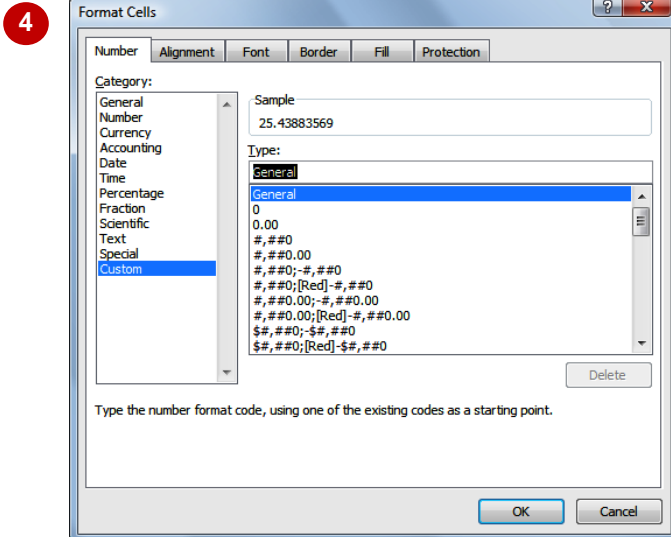
Continue using the previous file with this exercise, or open the file *E820 Number Formats_4.xlsx*...

- 1 On the **Sales Records** worksheet, select the range **E4:E13**
- 2 On the **Home** tab on the **Ribbon**, click on  for the **Number** group to display the **Format Cells** dialog box
- 3 Click on **Custom** in **Category**
- 4 Double-click on **General** in the **Type** text box to edit it
- 5 Type **0.0 "Years"**

This tells Excel to always display a number in the first position to the left of the decimal point, display one decimal place and always add the text Years after the value...

- 6 Click on **[OK]** to apply the custom format


You will find that your value for years might vary from those shown here, because they are calculated fields and are constantly updated



2						
3	Employee No	First Name	Last Name	Date Started	Years Service	Volume Sold
4	2344	John	Smith	12/01/1985	25.4 Years	616520
5	3433	Mary	Henry	3/02/1978	32.4 Years	896269
6	3233	Harry	Ulin	4/02/1978	32.4 Years	1490481
7	5445	Jim	Harrison	4/03/1991	19.3 Years	739106
8	3333	Larry	Graham	13/01/1992	18.4 Years	533552
9	4444	David	Jenkins	14/01/1992	18.4 Years	425520
10	3332	Ian	Quinn	5/05/1967	43.1 Years	1810954
11	9887	Horace	Smyth	3/02/1979	31.4 Years	806636
12	4646	Yolanda	Victor	3/02/1994	16.4 Years	352131
13	5555	Quentin	Engels	5/02/1994	16.4 Years	571268
14						

For Your Reference...

To **create** a **custom format**:

1. Select the cell(s)
2. Click on the **dialog box launcher**  for the **Number** group
3. Select **Custom**, type the new format, then click on **[OK]**

Handy to Know...

- To find out more about the **Custom** format options, symbols and syntax, search in Excel **Help** using the keywords **custom number format**.

NOTES:

[illegible]