ICAEW Excel 17 Formatting

In this video, I'm going to talk to you about formatting cells in Excel, particularly number formats. So it's important to assign the correct number format to a cell. So it looks the way you want it to look. There's a there's a whole number of things we can do here. I'm just going to talk about some of the basics and I'll show you where to look for some of the more advanced formatting techniques.

So here we've got three examples. We've got decimal points, currency and percentage. So let's start with the first one, decimal points. So the number in there is 12, well, it looks like 12, but if you look at the formula bar up top here, I can see that it's twelve point three, two, six, two, five, etc. So there's more in there than 12. So if I wanted to see some of those decimal points, how could I do that? How could I increase the number of decimal points? And the way I'm going to do it is on the home of the ribbon here. And can you see this is the formatting area. We can increase the decimals here or we can decrease the decimals here. So I'm just going to simply click on increased decimals and then you get twelve point three and again, increase the decimal twelve point three three. I can keep on going in this direction and I can go backwards in this direction. So you can show as many decimal points as you want to show on an Excel reference.

The currency option down here. I've got the number 2000 again in the same area in the home tab, I've got the currency options here. So accounting number, format, format is dollars, euros or other currency. So if you look at the options we've got here, we've got pounds, which will simply put the pound sign in the front of it, it will also put a comma in there and it will give you two decimal points, which you can then change by playing around with the decimal points we were playing around with the minutes ago, you want to change the currency to euros, there you go. So very straightforward.

And then finally, another one that's important and you're going to be needing plenty of the time is the percentage. And again, you can see it there. It's in the same place, the percent style. So I'm going to click on it, if you look at this here, again, it looks like a zero, but the number in there is nought point three. So nought point three is effectively 30 percent Excel sees percentages as numbers and one is one hundred percent. So if I click on this nought point three, which looks like a zero at the moment, and I'm going to click on the percentage sign and it'll go straight away, it will show me that it's actually 30 percent. And again, if I wanted to increase my decimals there, I could do it like this. So those are some very basic formatting options there. But there are many, many available for you. Clicking on here, you've got general, number, currency, accounting and you've even got dates and times, etc. You can click on this little arrow down here to open up the standard self-formatting box.
And here on number formats, you've got a number of standard number formats here and you can choose the one you want. And if you want to be more advanced, you can go down to custom format. And then there's a whole load of custom formats here that you can play around with to your heart's content.

So formatting, very important just to make sure that the numbers that you have in your in your Excel can actually look the way you want them to look.