

## Topic 12:- **Use of Number Format**

Number formatting in Excel allows you to control how numbers appear in cells without changing their actual values. You can use various number formats to display numbers as currency, percentages, dates, fractions, and more. Here's how to apply number formatting in Excel:

**1. Select the Cells:** First, select the cells or range of cells that you want to format. You can select multiple cells by clicking and dragging your mouse or by holding down the Shift key while selecting cells individually.

### **2. Open the Format Cells Dialog Box:**

- Right-click on the selected cells and choose "Format Cells..." from the context menu.
- Alternatively, you can go to the "Home" tab in the Excel ribbon, locate the "Number" group, and use the drop-down menu to select the desired format.
- You can also use the keyboard shortcut **Ctrl + 1** (or **Cmd + 1** on Mac) to open the Format Cells dialog box.

### **3. Choose a Number Format:**

In the Format Cells dialog box, go to the "Number" tab. Here, you can select from various number formats:

- **Number:** Allows you to set the number of decimal places and choose a thousands separator.
- **Currency:** Formats numbers as currency with the specified currency symbol and decimal places.
- **Percentage:** Formats numbers as percentages.
- **Date:** Formats numbers as dates, with options to choose different date formats.
- **Time:** Formats numbers as times.
- **Fraction:** Formats numbers as fractions.
- **Scientific:** Formats numbers in scientific notation.
- **Custom:** Provides a wide range of customization options for number formatting.

### **4. Customize the Format (Optional):**

Depending on the chosen number format, you may have additional options to customize the format. For example, when formatting as currency, you can select the currency symbol and choose whether to use parentheses for negative numbers.

### **5. Apply the Format:**

After choosing the desired number format and any customizations, click "OK" to apply the formatting to the selected cells.

The selected cells will now display numbers according to the chosen number format. However, the underlying values in the cells remain unchanged, allowing you to perform calculations and analysis on the formatted numbers.

Keep in mind that Excel also provides shortcuts for applying some common number formats directly from the ribbon, such as currency, percentage, and date formats. You can use these options without opening the Format Cells dialog box if your formatting needs are straightforward.

Number formatting in Excel is a powerful tool that helps make your data more readable and visually appealing while retaining the original numeric values for calculations and analysis.