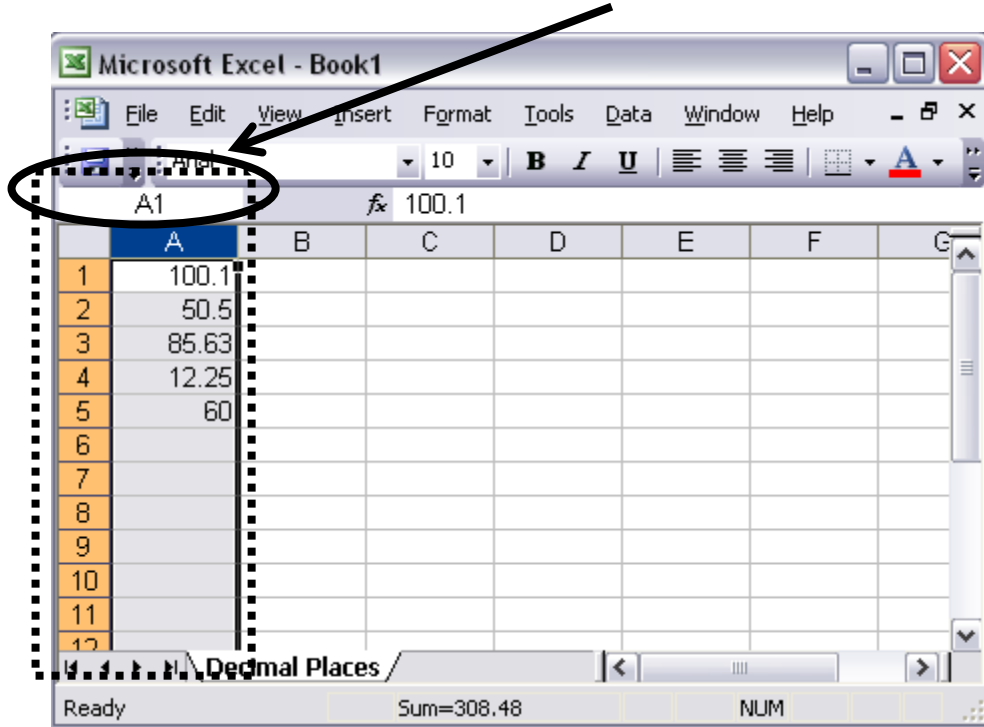


# Formatting decimal places

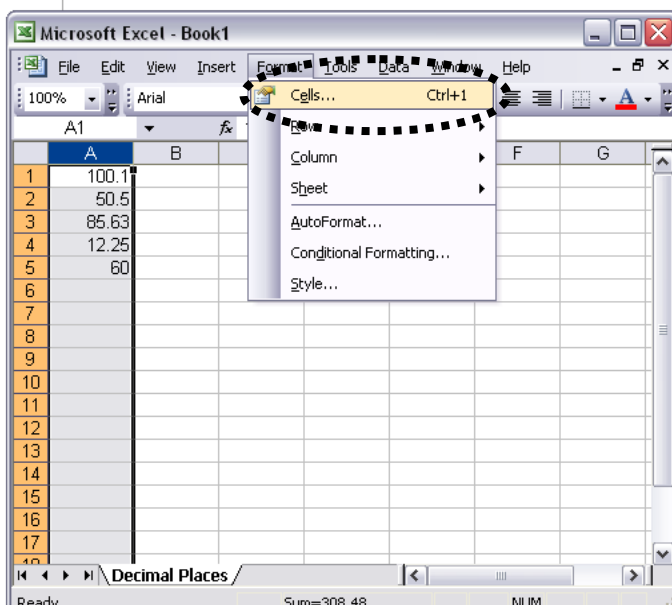
## Microsoft Excel 2003

1. Highlight the cells to which you would like to apply decimal places or, if you would like to apply decimal places to the whole column, click on the column header, eg. 'A' to highlight the column A.

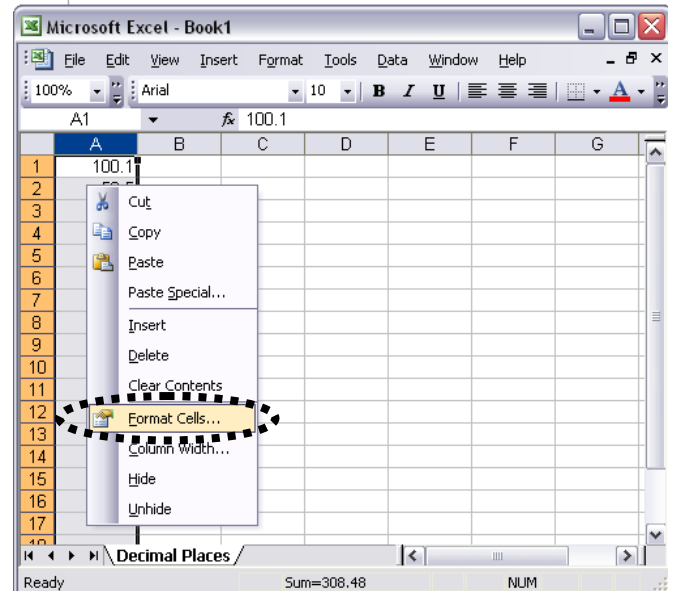


2. Go to 'Format' → 'Cells', OR Right click on the highlighted area, and select 'Format Cells'.

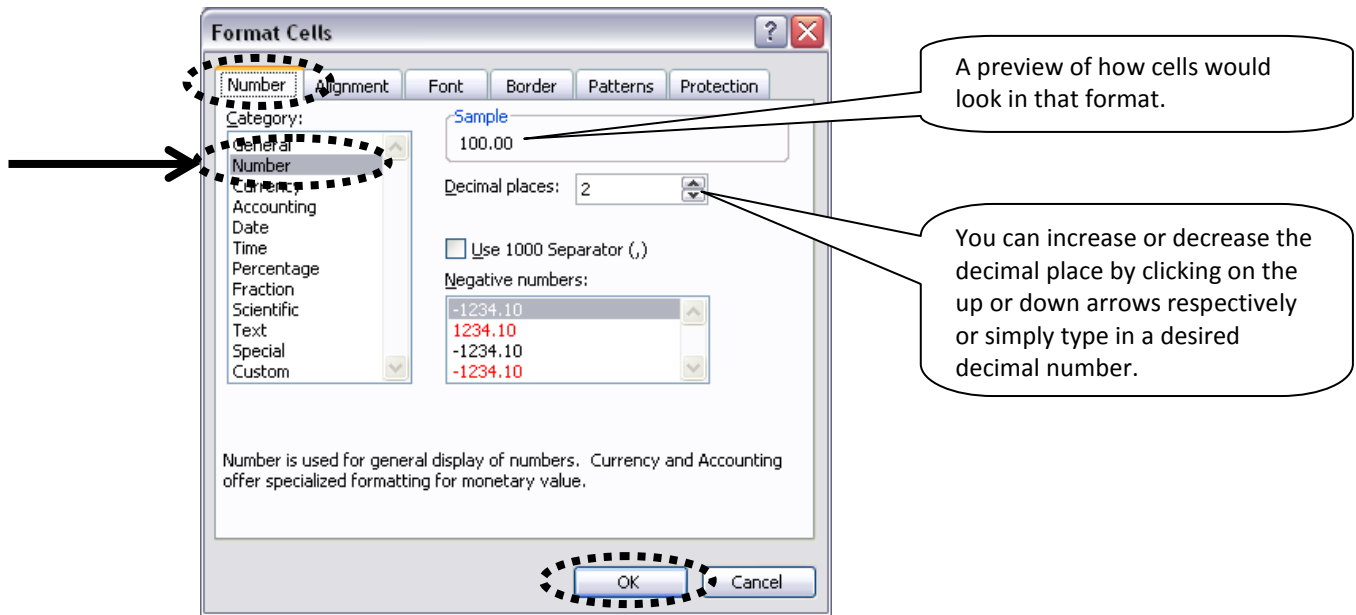
From the menu



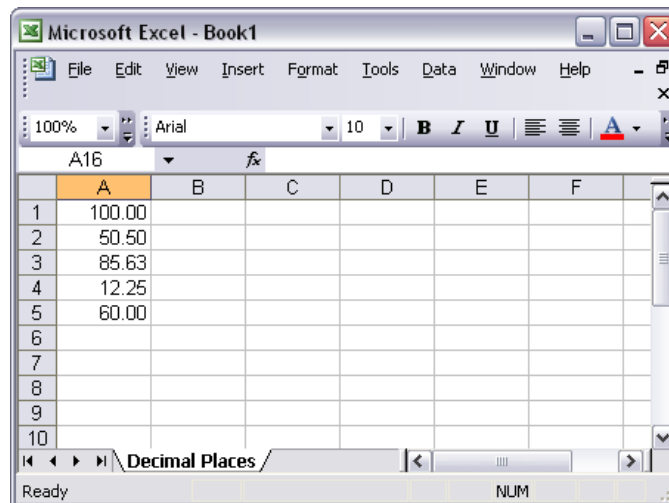
'Right click



3. Click on the 'Number' category in the 'Number' tab → click on the 'OK' button



4. Numbers are now rounded up to two decimal places.



**Note:** Alternatively, you can use 'Increase' and 'Decrease Decimal' icons on the top of the menu after you highlight cells (step1). These icons are toggle buttons.

