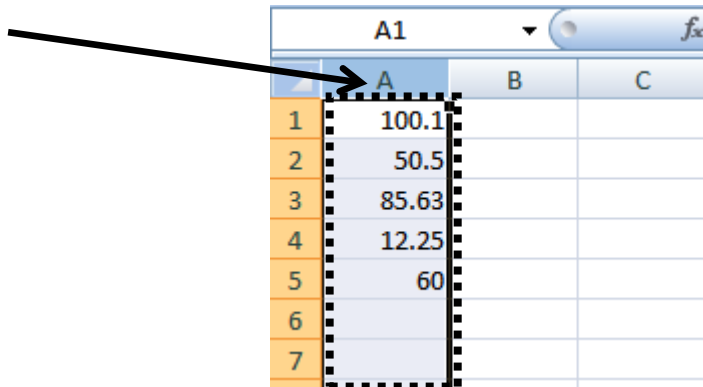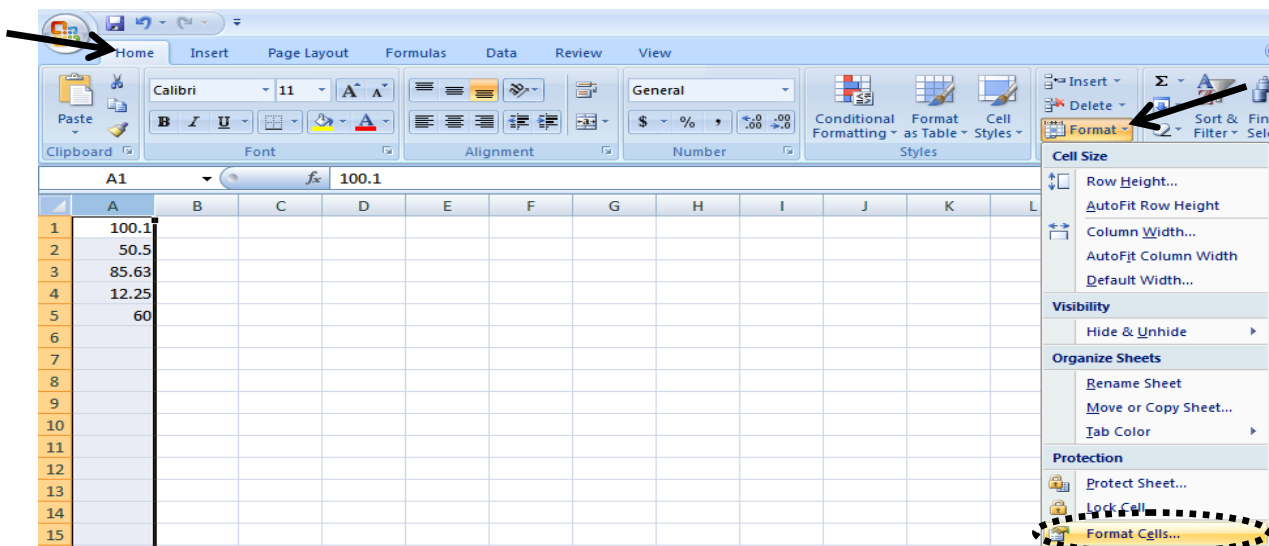![Massey University logo] **MASSEY UNIVERSITY**

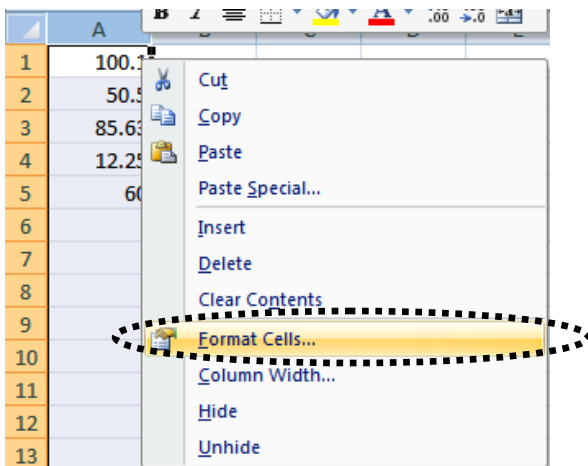# Formatting decimal places

Microsoft Excel 2007

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, e.g. 'A' to highlight the column A.
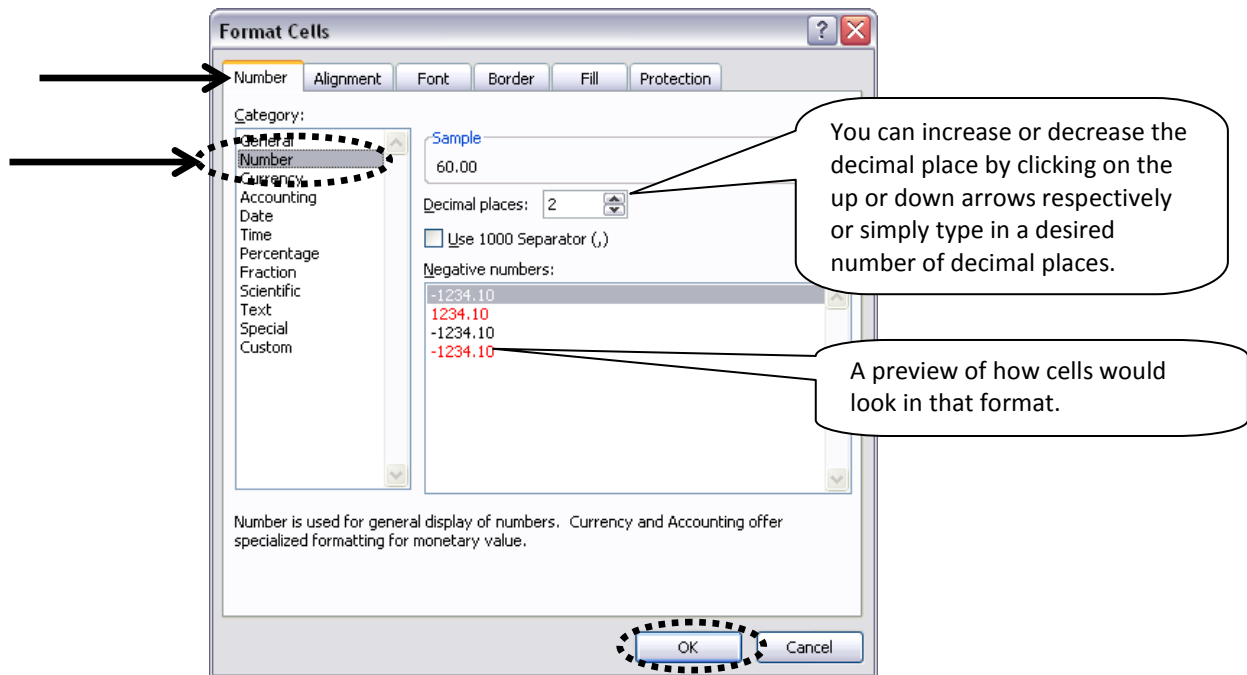

2. Go to **Home** > **Format** > **Format Cells...**

3. Or **Right click** on the highlighted area, and select **Format Cells**

4. Click on the **Number** category in the **Number** tab > click on the **OK** button

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

Note: Alternatively, you can use '*Increase*' and '*Decrease Decimal*' buttons on the Home tab under the Number Pane.