

## 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.

	A1	<del>-</del> (	$f_{x}$
	A	В	С
1	100.1		
2	50.5		
3	85.63		
4	12.25		
5	60		
6			
7			

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

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

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Format Cells		? 🔀
Number Alignment Category: Cate	Font  Border  Fill  Protection    Sample  60.00	You can increase or decrease the decimal place by clicking on the up or down arrows respectively or simply type in a desired number of decimal places. A preview of how cells would look in that format.

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.

	A5	- (	$f_{x}$	60		
	А	В	С	D	E	F
1	100.10					
2	50.50					
3	85.63					
4	12.25					
5	60.00					
6						
7						
8						

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

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