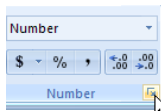


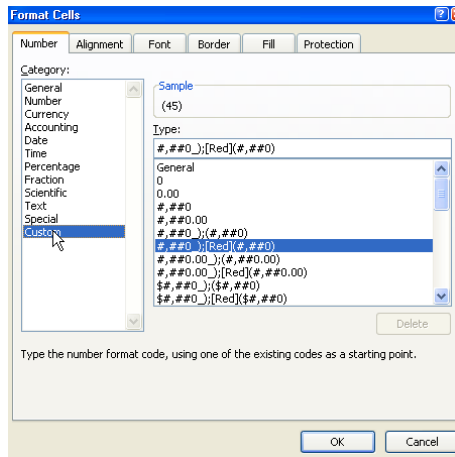
Formatting Tips

Changing the display of a negative number to red with parentheses

1. Select the cell to be changed
2. Click on the **Home** Tab and click **Number** at the bottom of the **Number** tab.



3. Click **Custom** from the Category choices and select the 7th choice which should be #,##0_);[Red](#,##0)



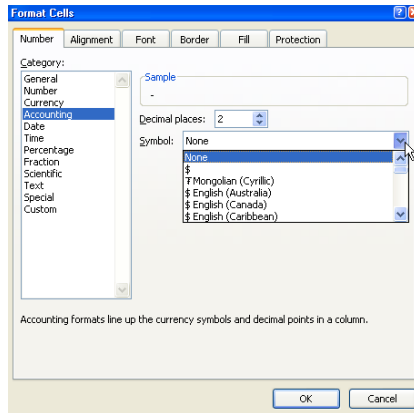
Tip: If you did not want the value to display in red then simply delete the word Red or create your customized format by typing it in:

#,##0_);(#,##0)

-500 will now display as (500)

To change zeroes to dashes.

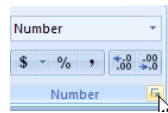
*The easiest way to do it is to select Accounting Format. If you don't want dollar signs to display then change the symbol to **None**.*



Round your financials to the nearest thousand

You can have Excel automatically round numbers to their nearest thousand so that you can display 1325.0 as 1.3. This really cleans up your budgets and financial statements.

1. Select the cell to be changed
2. Click on the **Home** Tab and click **Number** at the bottom of the **Number** tab.



3. Click **Custom** from the Category choices and type in your format. In this case it would be #,

Display a thousands separator To display a comma as a thousands separator or to scale a number by a multiple of 1,000, include the following separator in the number format.

,
(comma) Displays the thousands separator in a number. Excel separates thousands by commas if the format contains a comma that is enclosed by number signs (#) or by zeros. A comma that follows a digit placeholder scales the number by 1,000. For example, if the format is #.0,, and you type **12,200,000** in the cell, the number **12.200.0** is displayed.

To display	As	Use this code
12000	12,000	#,###
12000	12	#,
12200000	12.2	0.0,,

Pasting Leading Zeroes

When you paste information into Excel it tries to format it as best it can. If you paste in numbers it formats them as numbers. At times however you may not want Excel to do that. For example, if you are working with zip

codes or general ledger account numbers you may not want them to display as numbers since Excel automatically parses leading zeroes on numbers. With charts of accounts or zip codes you would want Excel to treat them as text in order to retain the leading zeroes. So, before pasting the numbers into the target cells, simply format the target cells as text. Format>Number> and select Text category.

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