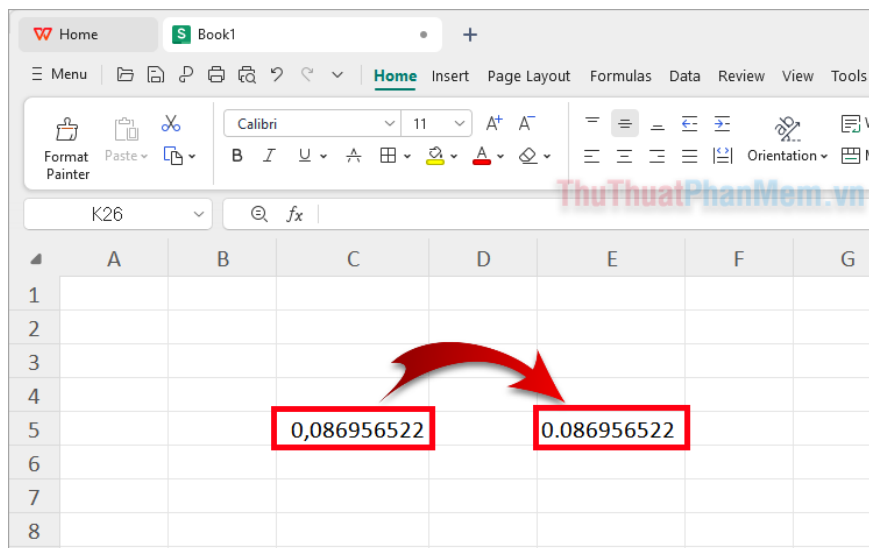


How to change comma to period in WPS Office

When working with decimals in WPS Office Sheets, displaying commas instead of periods can cause difficulties in calculations or data formatting. If you are looking for a way to convert commas to periods, the following article will guide you through the process quickly and accurately.

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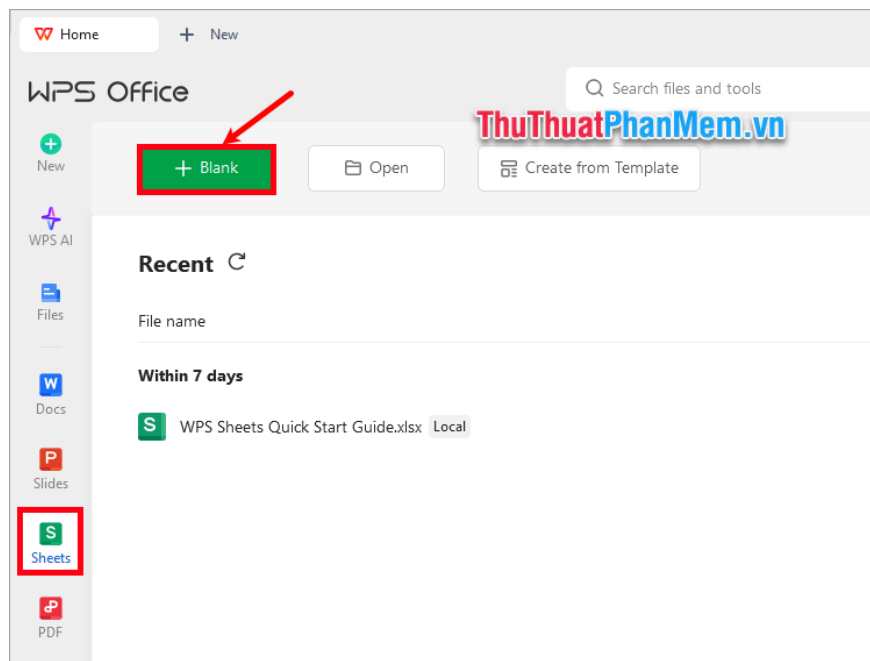


If you want to change the comma to the dot of a decimal number in WPS Office, you can do one of the following:

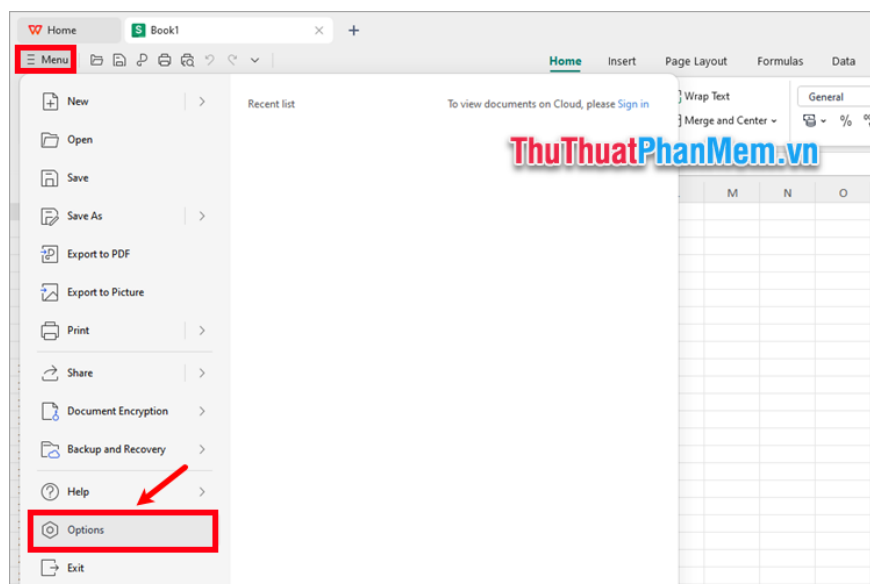
1. Changes in WPS Office Sheets app

Setting in Options is a quick way to change commas to periods in WPS Office. You do as follows:

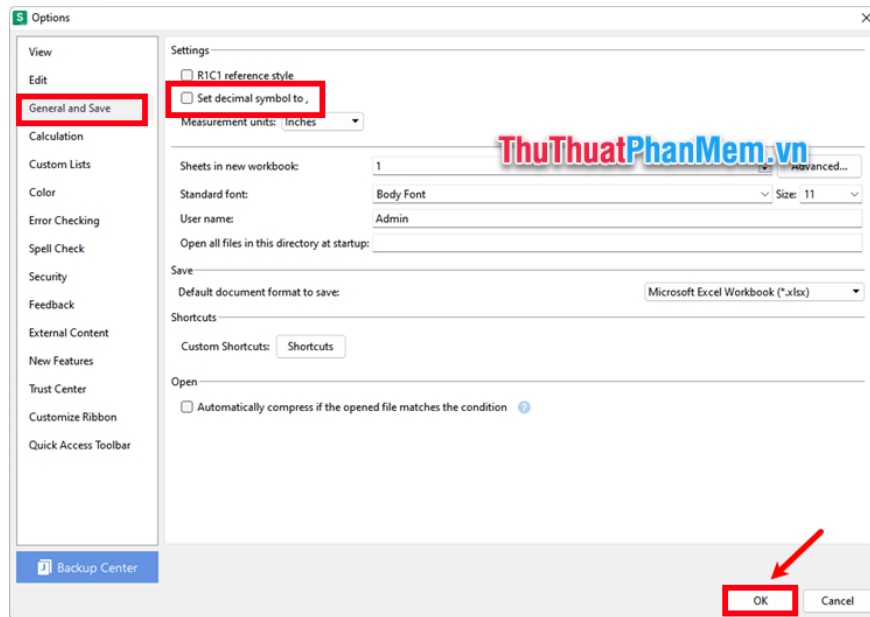
Step 1 : Open the WPS Office Sheets application, select **Blank** to open a new document.



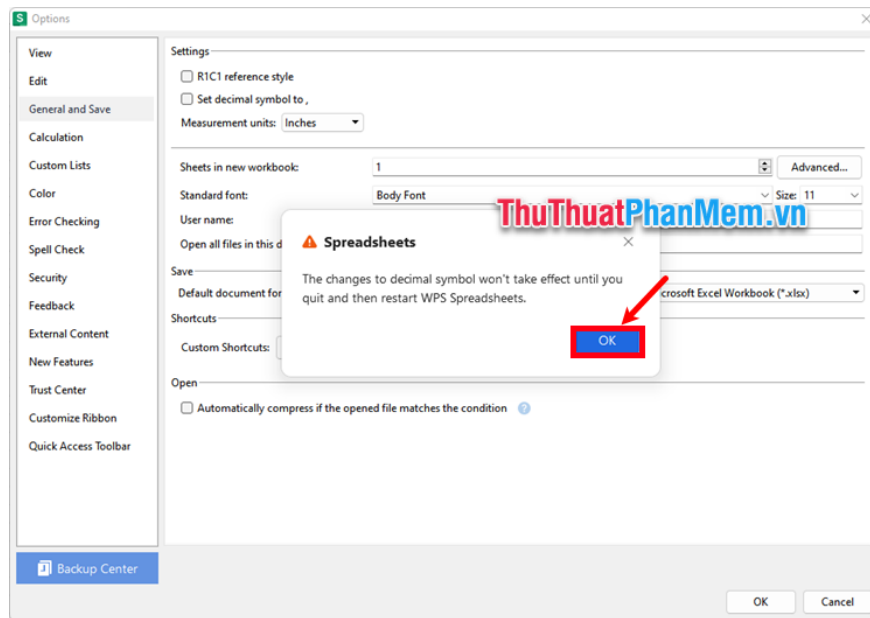
Step 2 : On this new document interface, select **Menu ? Options** .



Step 3 : **Options** appears , select **General and Save** , uncheck **Set decimal symbol to** , (set decimal symbol to ,). Then select **OK** .



A message appears, select **OK** .

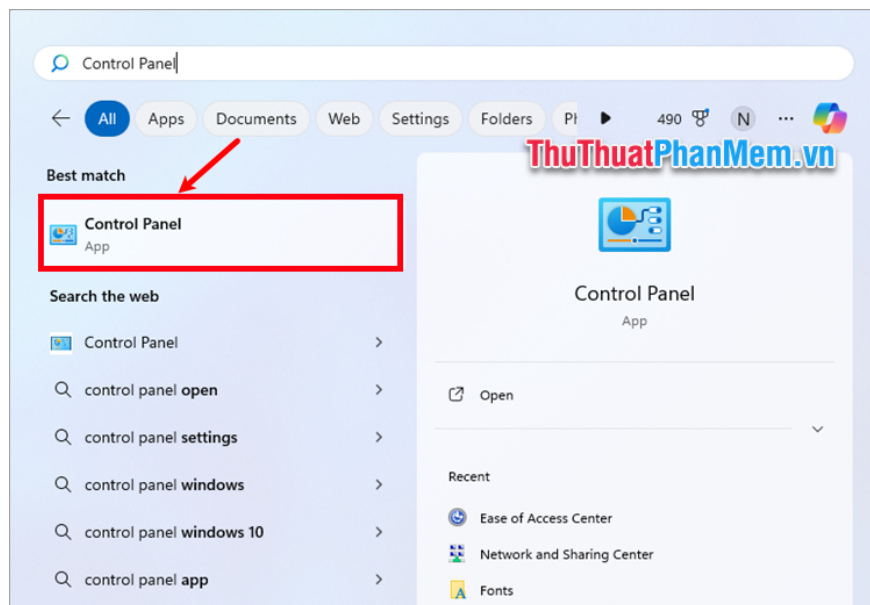


So you have done how to change commas to periods in WPS Office. You just need to exit the Sheets program and relaunch WPS Office to apply the changes.

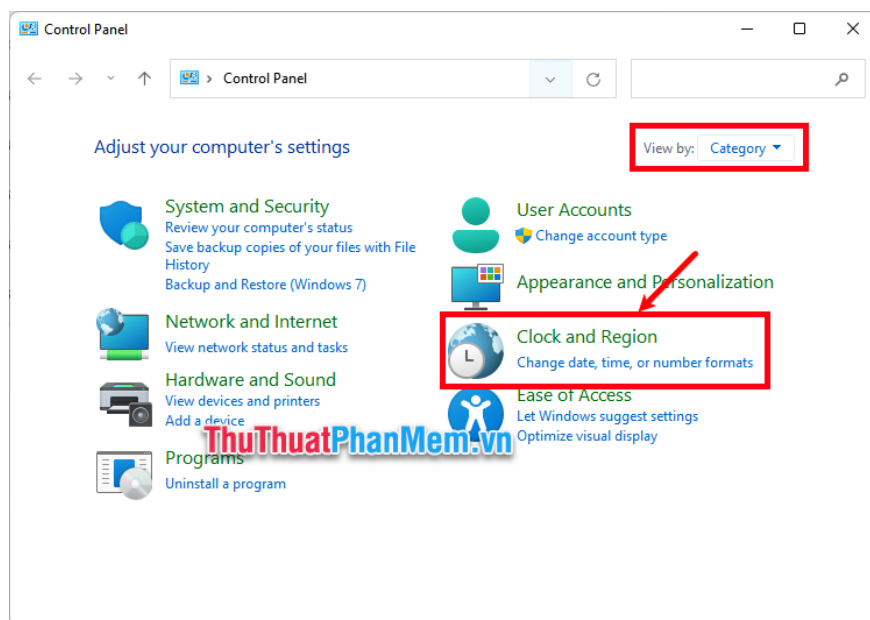
2. Changes in Windows Control Panel

Customizing the settings in Control Panel is also a way to change commas to periods in WPS Office. You do the following steps:

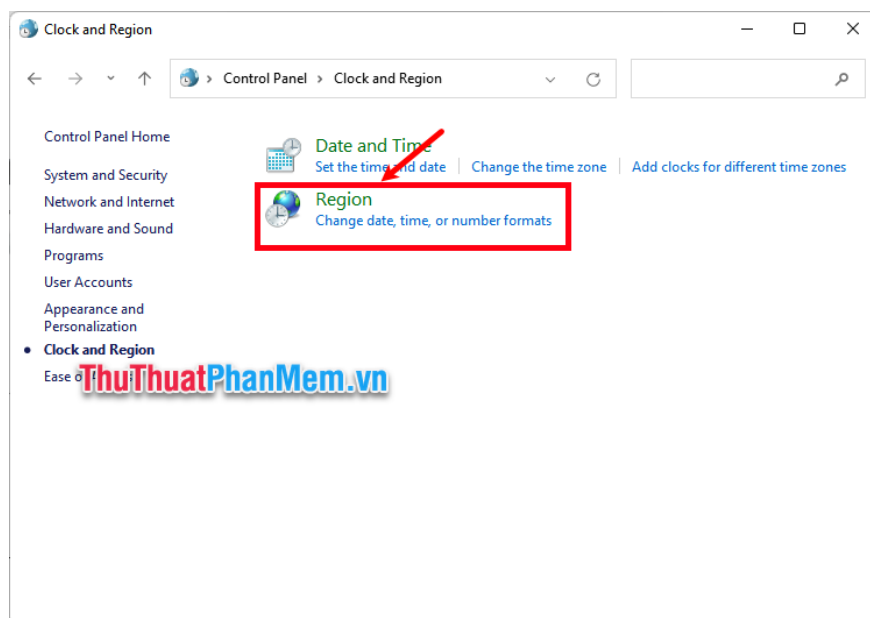
Step 1 : Open the **Start** menu , type the keyword **Control Panel** and select **Control Panel** in the search results.



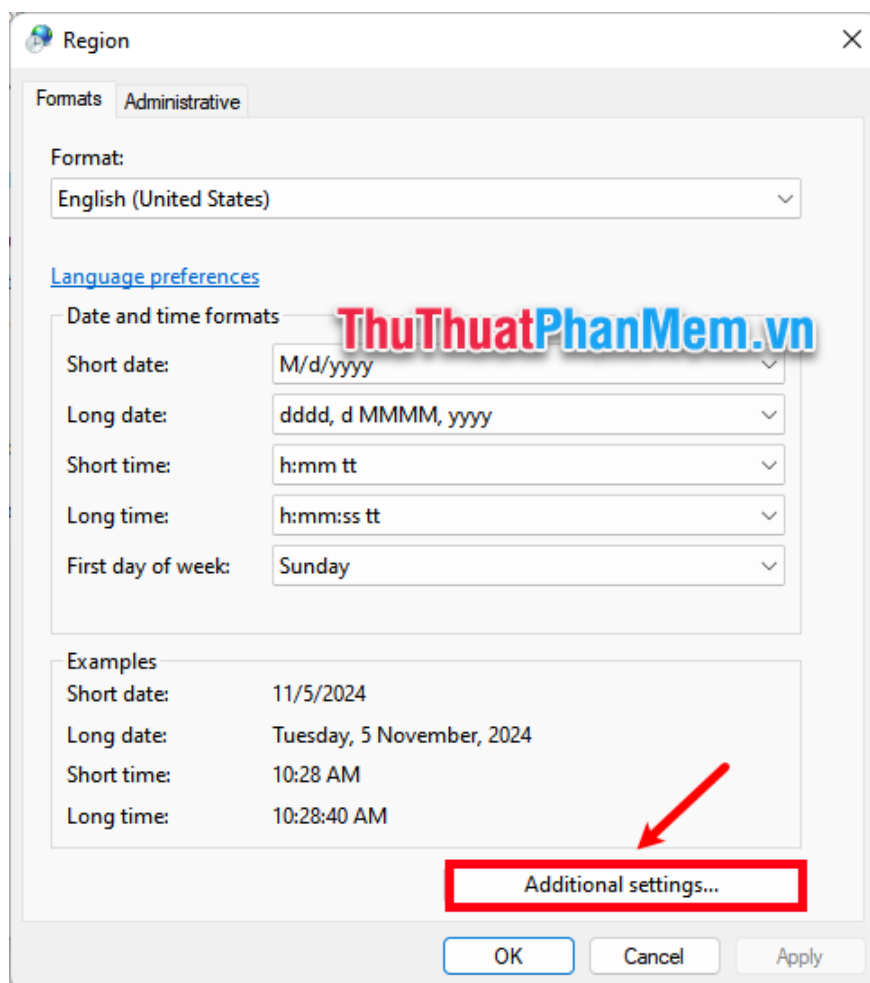
Step 2 : In the Control Panel window , select View by as Category , then select Clock and Region .



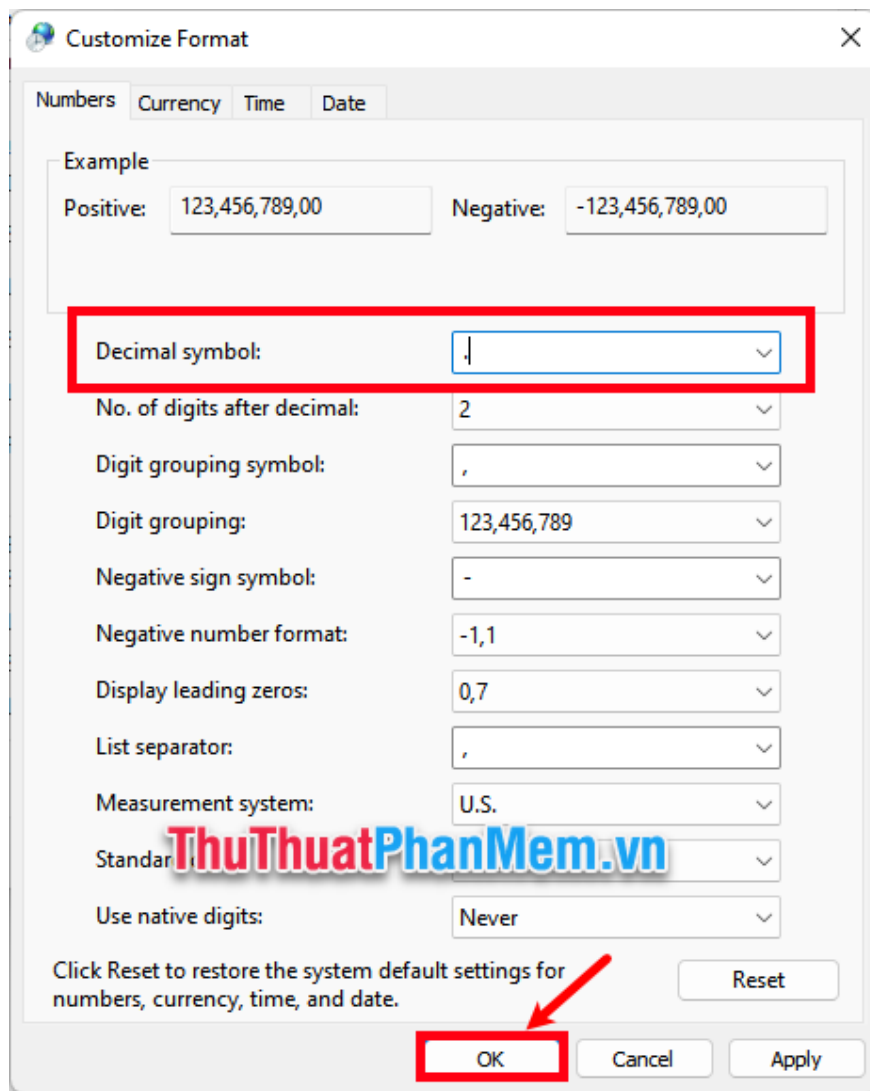
Step 3 : Select Region .



Step 4 : The Region dialog box appears , select **Additional settings** .



Step 5 : In **Decimal symbol** , delete the comma and enter a period and select **OK** .



So you have done how to change commas to periods in WPS Office by setting up in the computer's Control Panel.

Above, TipsMake.com has shared with you 2 ways to change commas to dots in WPS Office Sheets. So, if you want to change commas to dots of decimal numbers in WPS Office, you just need to perform one of the 2 setup methods that the article has shared and you have quickly changed commas to dots in WPS Office. Hope this article is useful to you!

You finished reading the article "**How to change comma to period in WPS Office**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.