

How to Convert Currency in Microsoft Excel

TipsMake today will teach you how to create a currency converter using Microsoft Excel. If you just need to convert a certain monetary value to another, it's very simple, you can use Excel's multiplication formula to apply the conversion rate to the existing data. On Windows computers, you can also install the Kutools plug-in to convert large amounts of money at up-to-date rates; the process is more advanced but also more precise.

Manual conversion

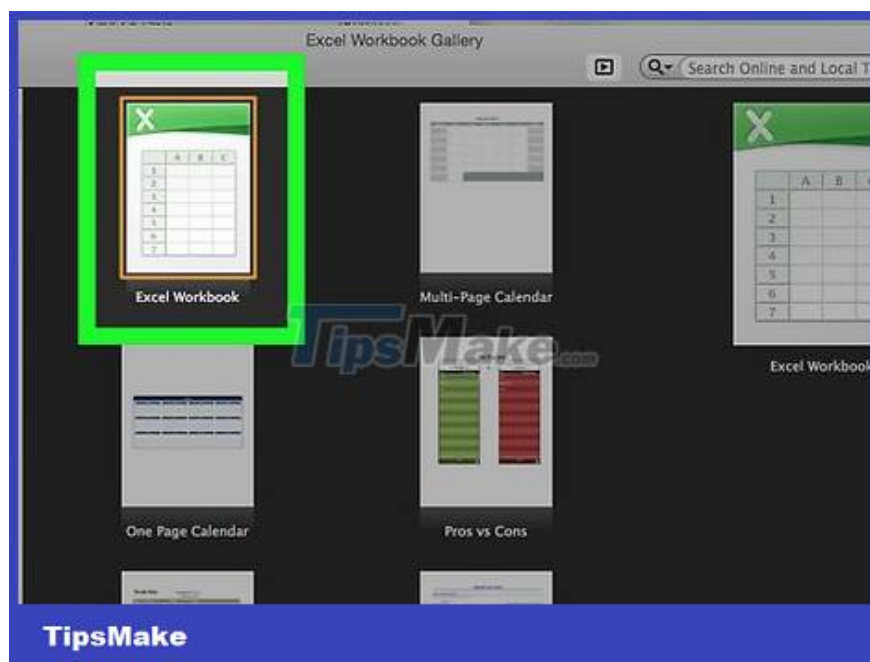


Look up the current conversion rate. Open a web browser and type currency converter or currency converter in the address bar, then select the currency you want to compare in the drop-down boxes at the top of the search engine results. This will help you to know the current rate.

For example, if you want to see the dollar to euro exchange rate, you need to select Dollars in the upper box and Euros in the lower box.

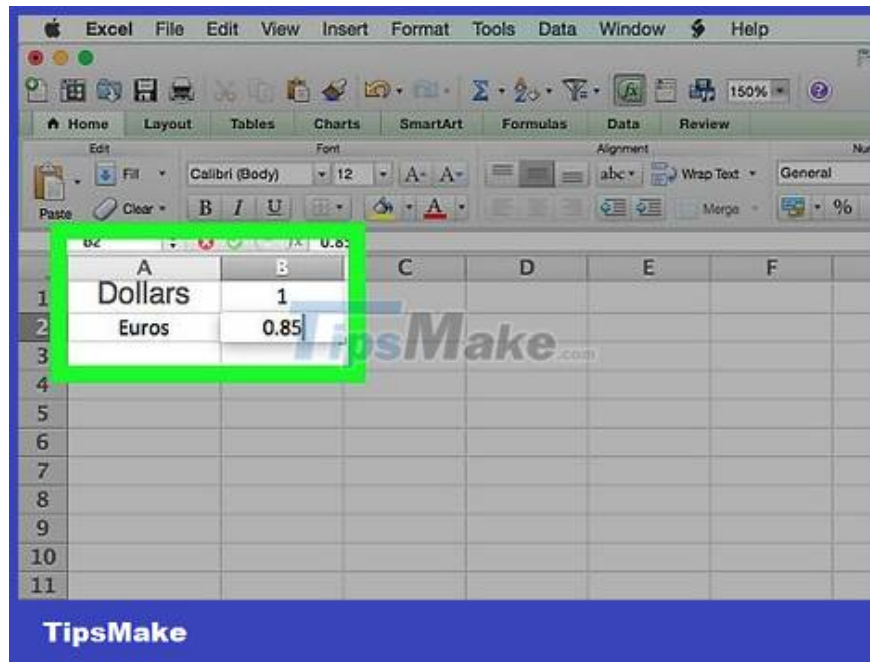


Open Microsoft Excel. The app is green with a white "X" inside.



Click Blank workbook . This option is in the upper left of the window.

On Mac, you need to click the New tab and then select Blank Workbook.



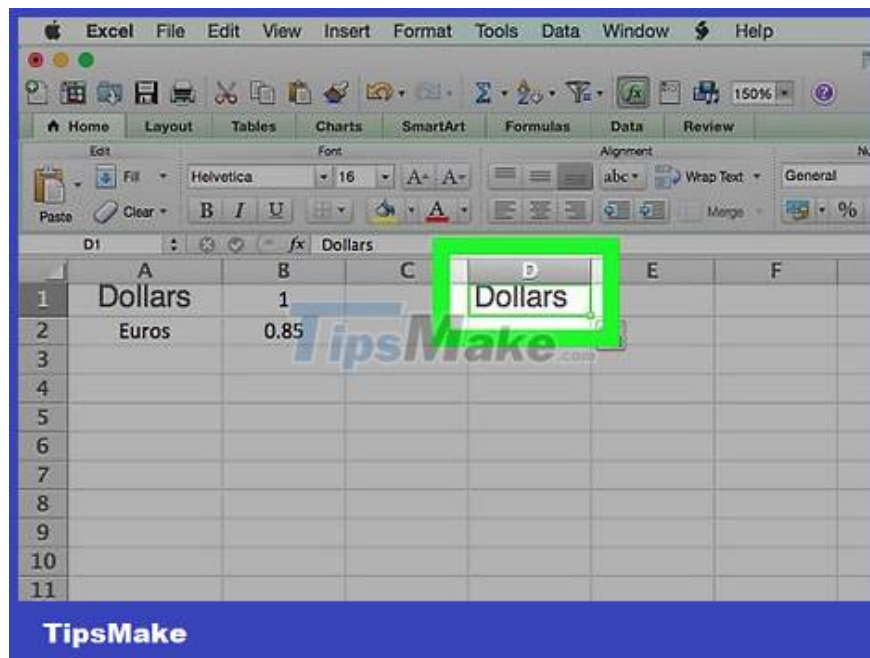
Create a chart with currency conversion information by:

Enter the name of the first currency in cell A1 (for example, "Dollars").

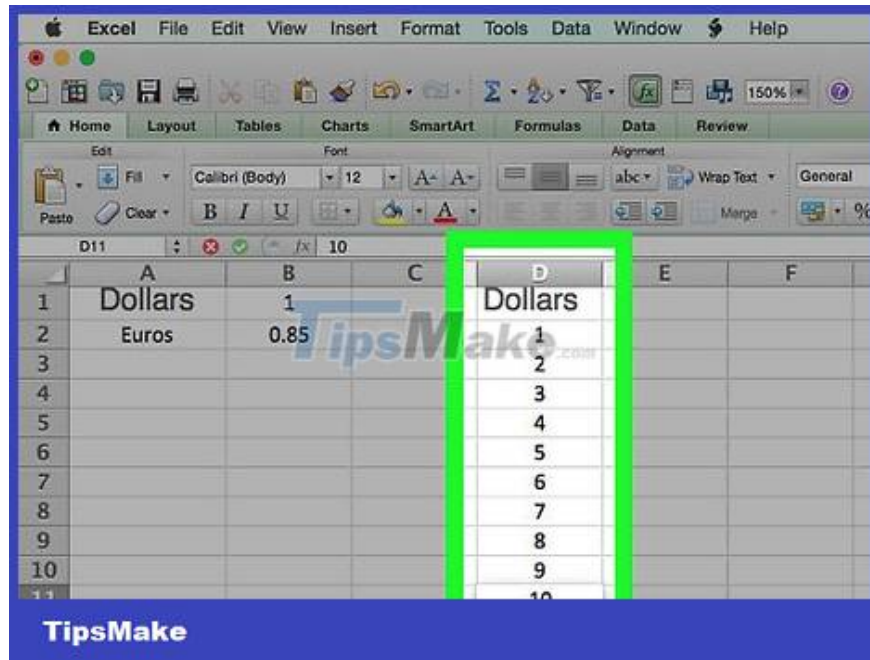
Enter the value of the first currency in cell B1. This value should be "1".

Enter the name of the second currency in cell A2 (for example, "Euros").

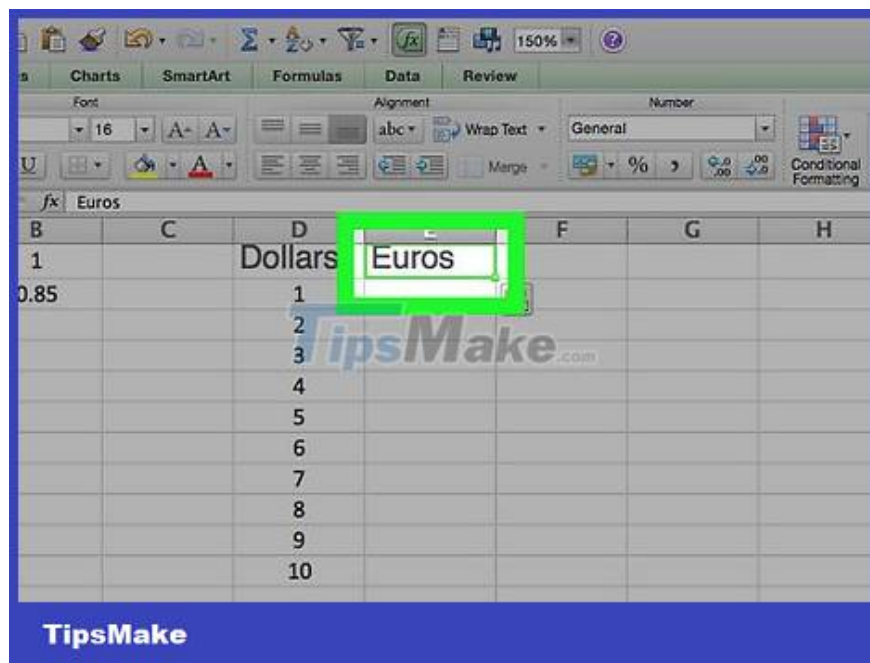
Enter the conversion rate in cell B2.



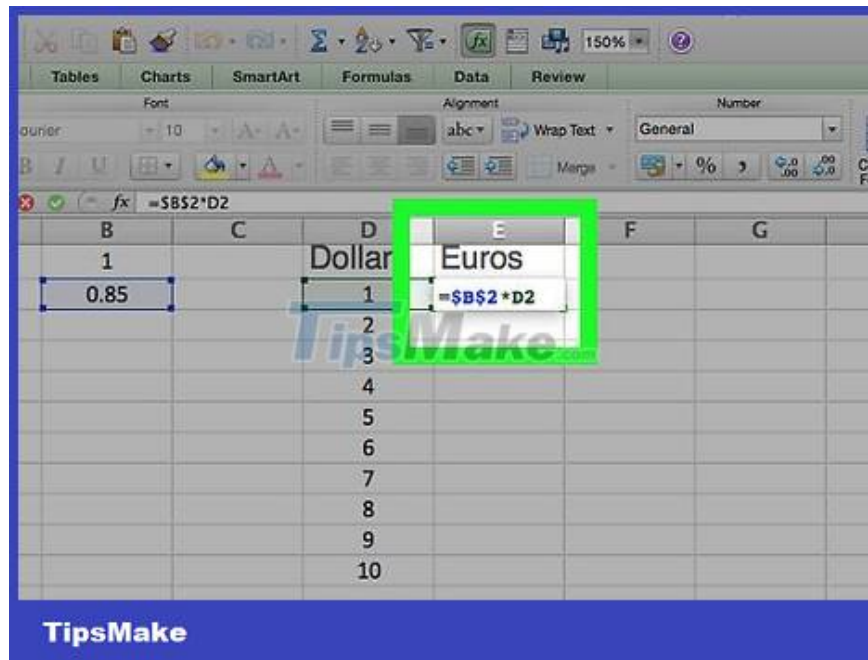
Enter the name of the currency to be converted into cell D1. For example, if you are converting dollars to euros, enter "Dollars" in cell D1.



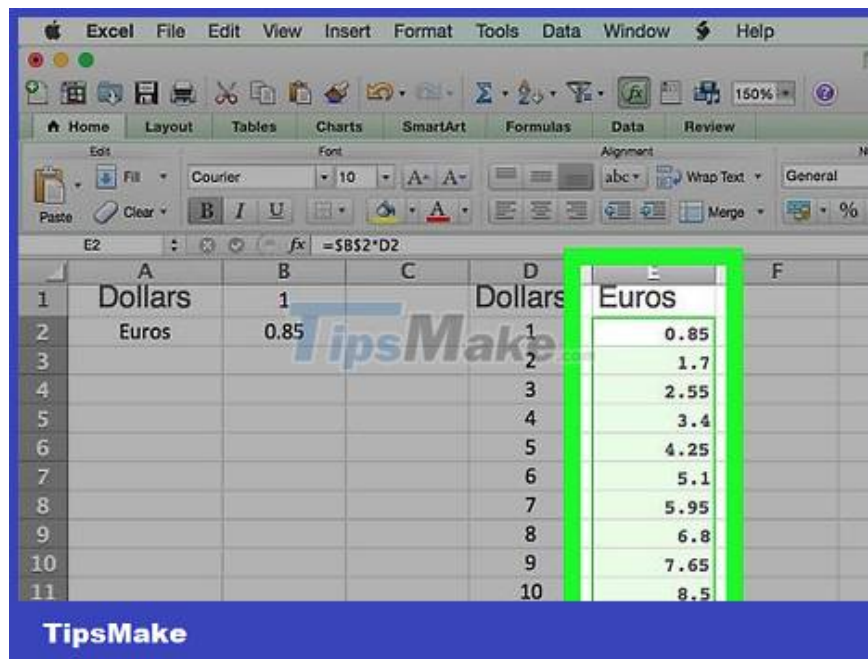
Enter the currency value you want to convert in the "D" column. For example, if you have 10 dollar values to convert to euros, enter each dollar value in cells D2 through D11.



Enter the name of the currency to be converted into cell E1. To use the previous example, you need to enter "Euros" here.



Click E2, then type `=B$2*D2` and press `Enter`. The converted equivalent of the original currency will appear in cell E2 to the right of the original converted value.



Apply the formula to the rest of the second currency column. Click E2 again to select it, then double-click the small green square shown in the lower-right corner of cell E2. The column of the second currency will be filled with the conversion values of the currency value in the original column.

Using Kutools for Excel

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 - More Select/Insert/Delete/Text/Format/Link/Comment/Workbooks/Worksheets Tools...

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Visit the Kutools download page. Go to <https://www.extendoffice.com/download/kutools-for-excel.html> using a web browser. Kutools is only available with Windows.

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- ★ More than 200 powerful advanced functions which designed for Excel:
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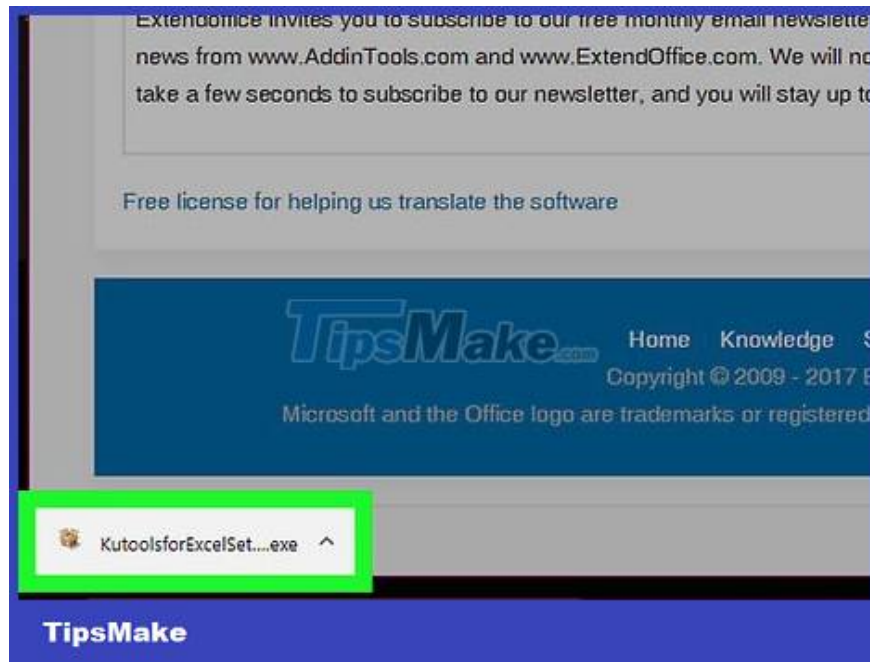
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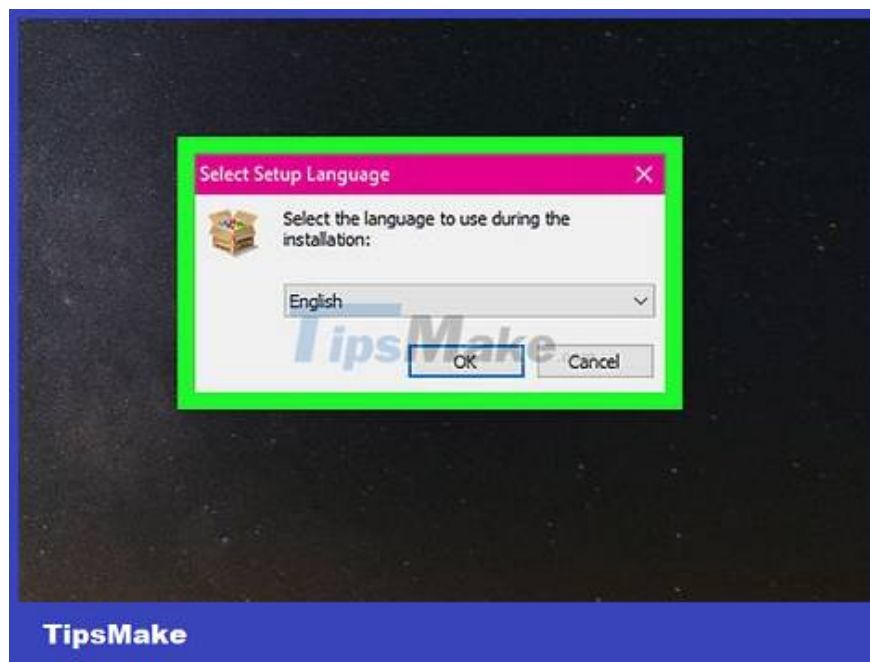
Size: 20.90 MB ~ 22.60 MB
Office: Excel/Office 2007, 2010, 2013, 2016 and 365, 32 bit and 64 bit.
Windows: Windows 7/8/8.1/10, XP, Vista, Server 2003, 2008 and 2012.

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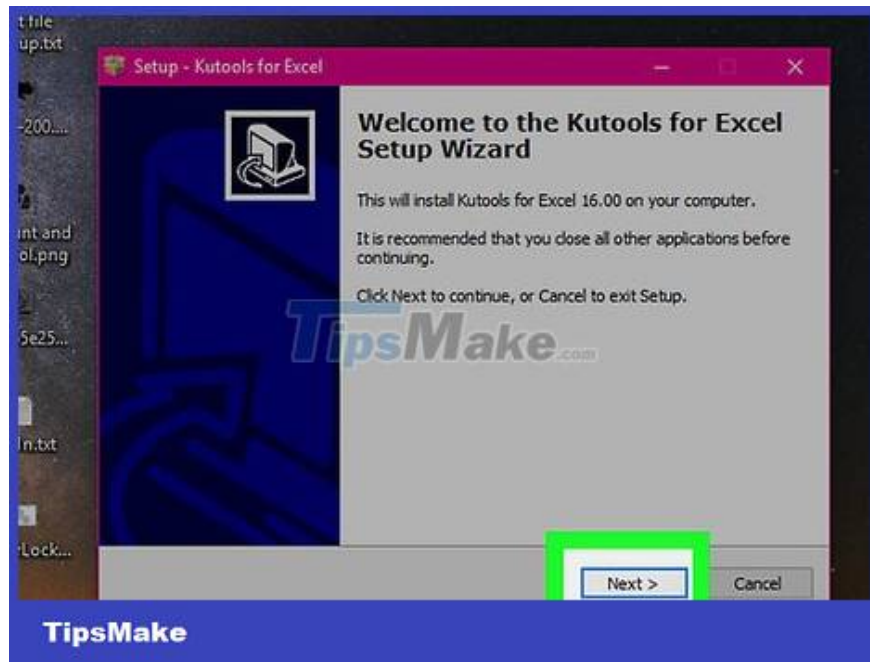
Click Free Download Now (Download now). This link is in the middle of the page. Kutools will download to your computer, but you need to click Save or choose where to save (depending on the browser).



Double click on the Kutools setup file with the brown box icon.



Select the language and then click OK . Click the drop-down box to select the language.



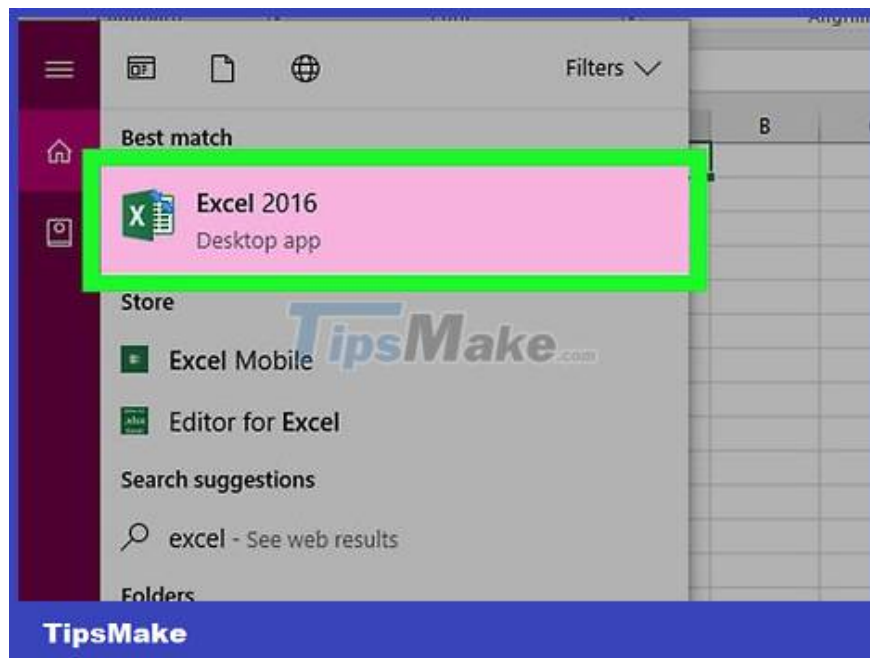
Follow the on-screen instructions to complete the installation of Kutools:

Click Next.

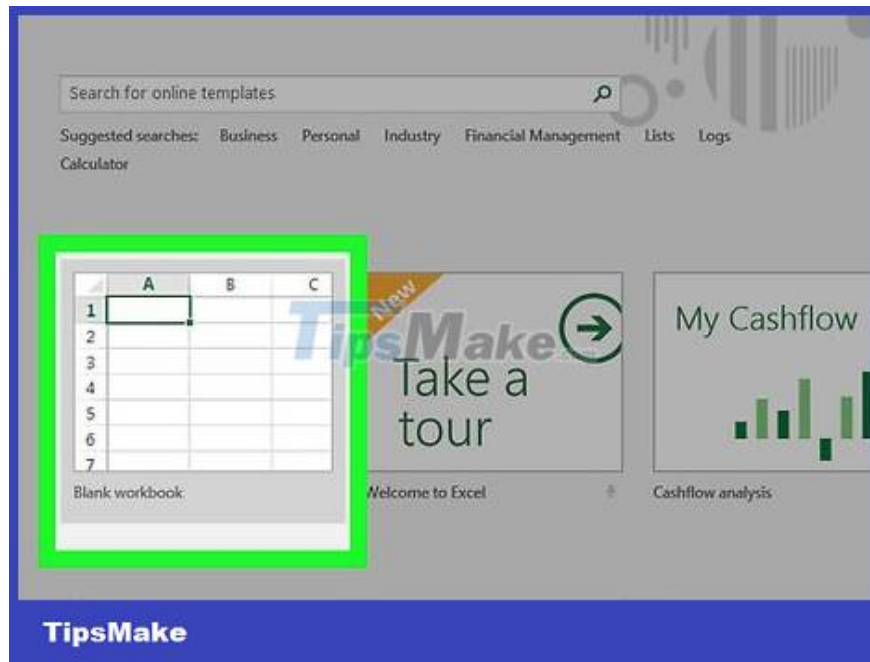
Click the "Accept" box and then click Next.

Click Next twice.

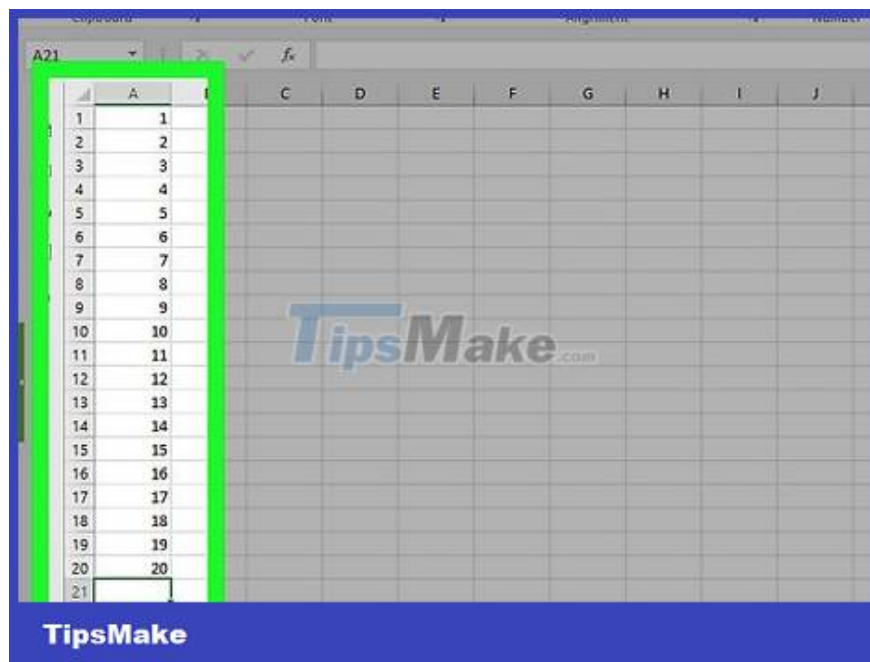
Click Install.



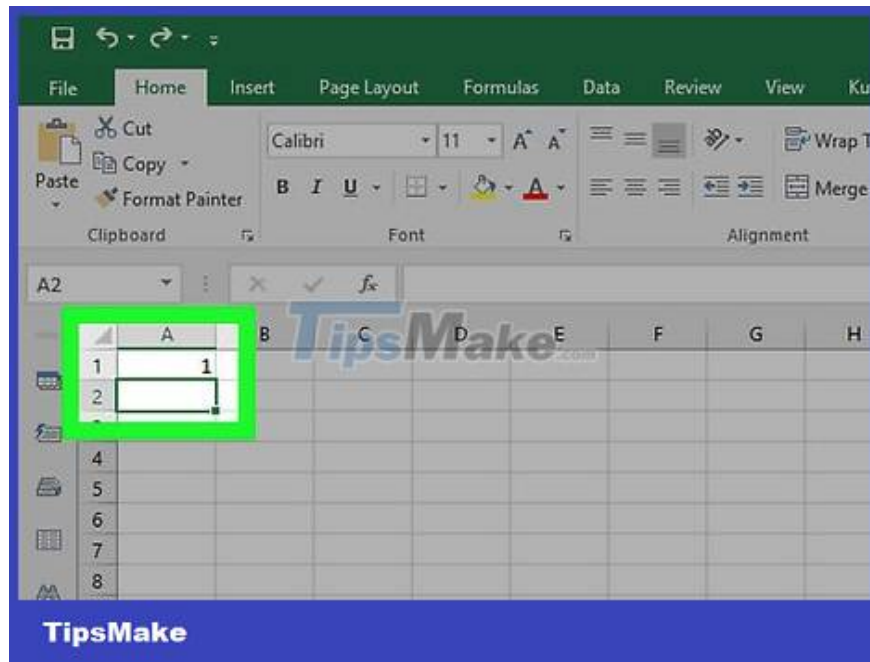
Open Microsoft Excel with a green icon with a white "X" inside.



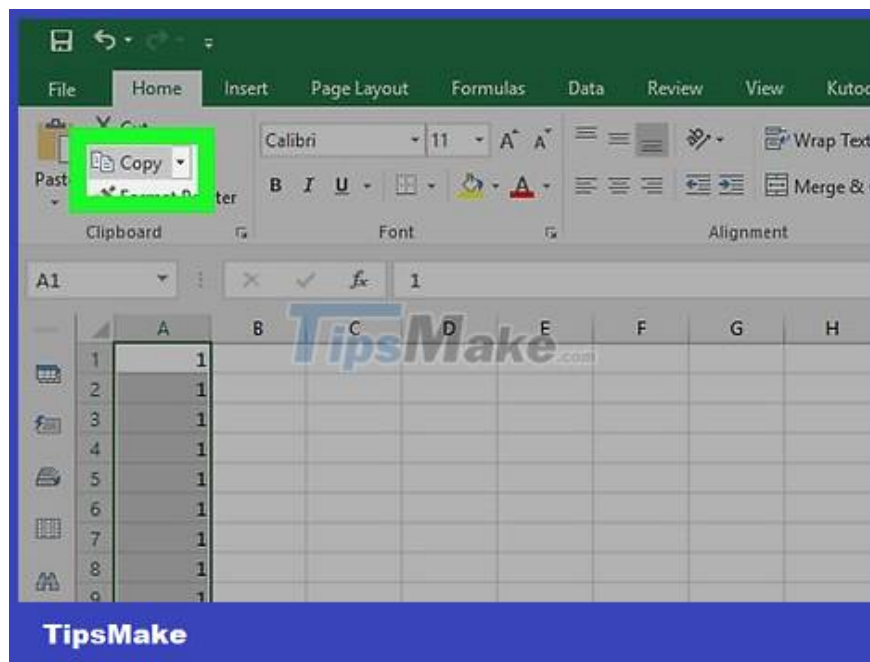
Click Blank workbook . This option is in the upper left of the window.



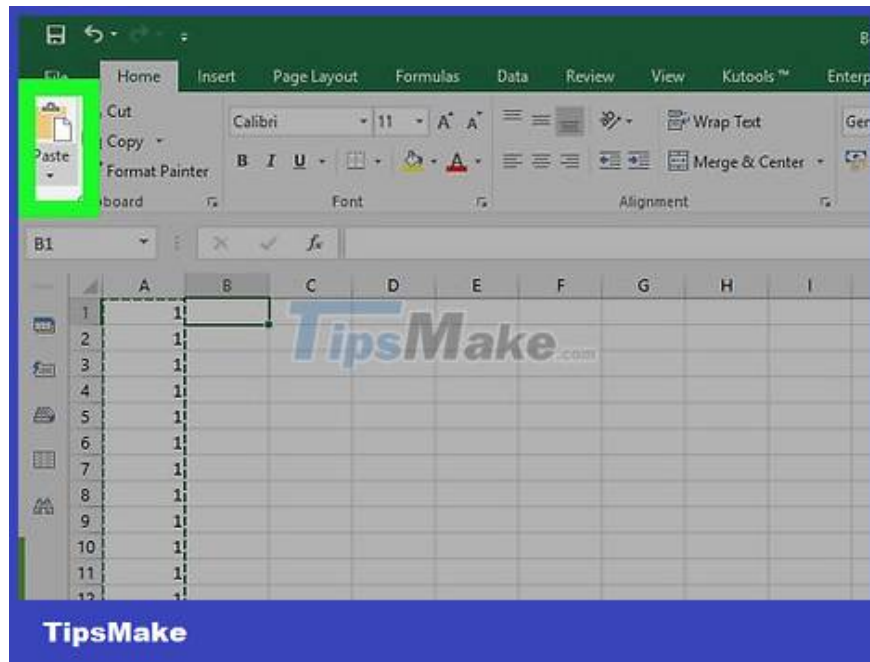
Enter initial currency values in column "A". For example, if you have 20 dollar values to convert, enter each value separately in cells A1 through A20.



Select the starting currency data. Click on cell A1 and drag down to the last cell.

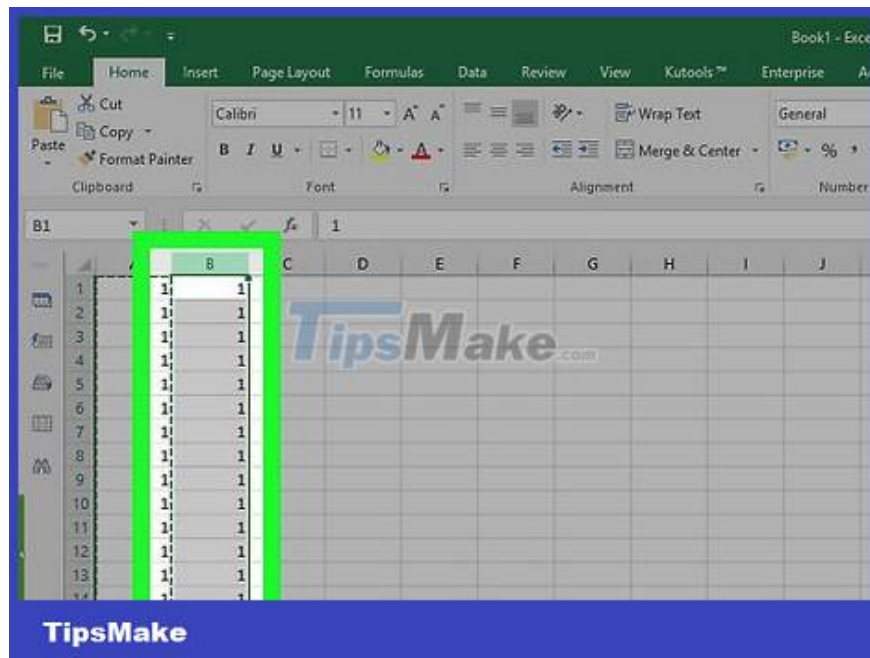


Copy data. Click the Home tab and then select Copy from the "Clipboard" section on the left side of the toolbar.

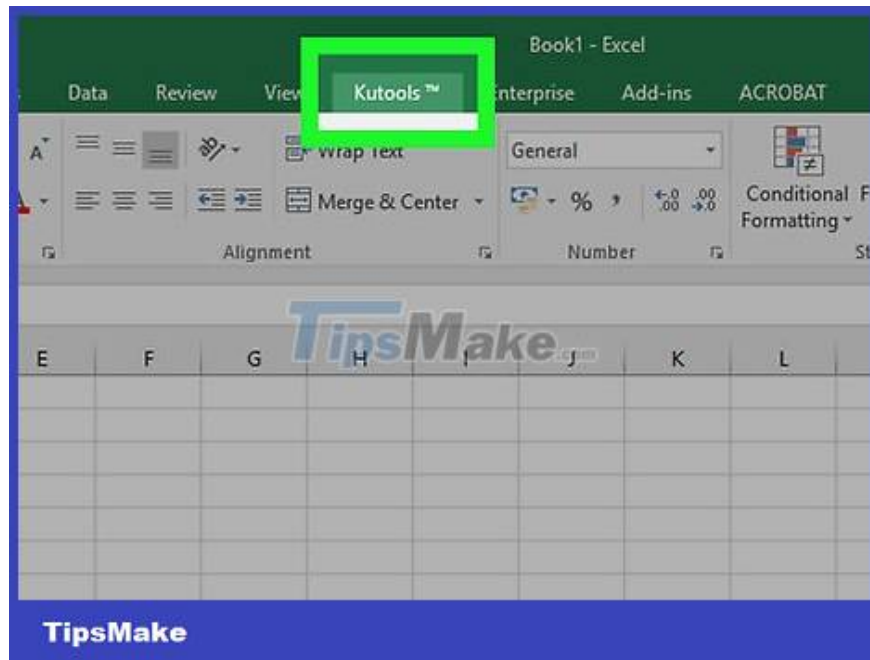


Paste the data into column "B". Click cell B1, then click the Paste button. This button is shaped like a clipboard and is located to the left of the Home toolbar.

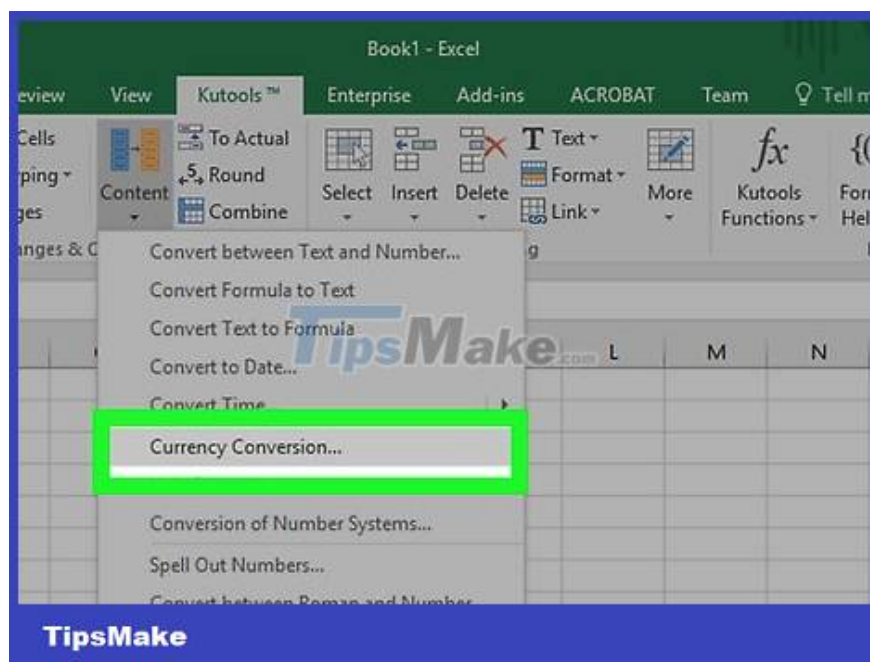
You need to make sure you click on the clipboard icon and not the arrow below it.



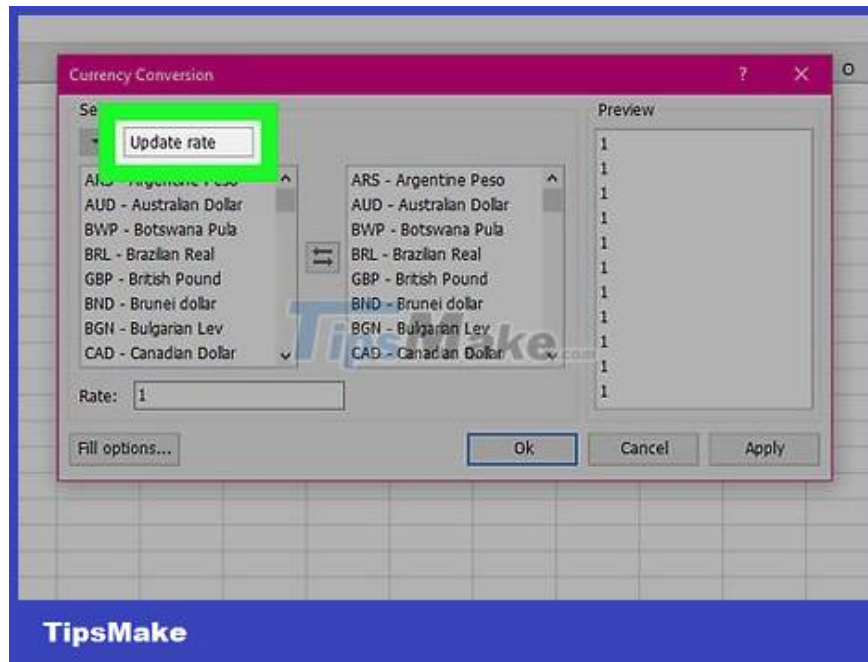
Select the data in column "B". Just click on the column B header to select all the cells that are in column "B".



Click the Kutools tab near the top of the Excel window.

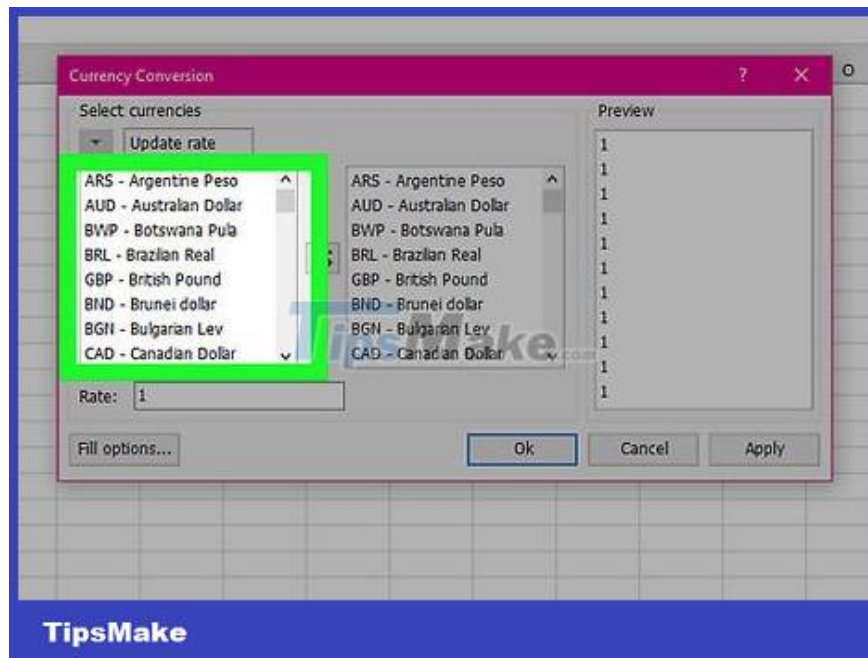


Click Currency Conversion located in the "Ranges & Content" option group at the top of the page.



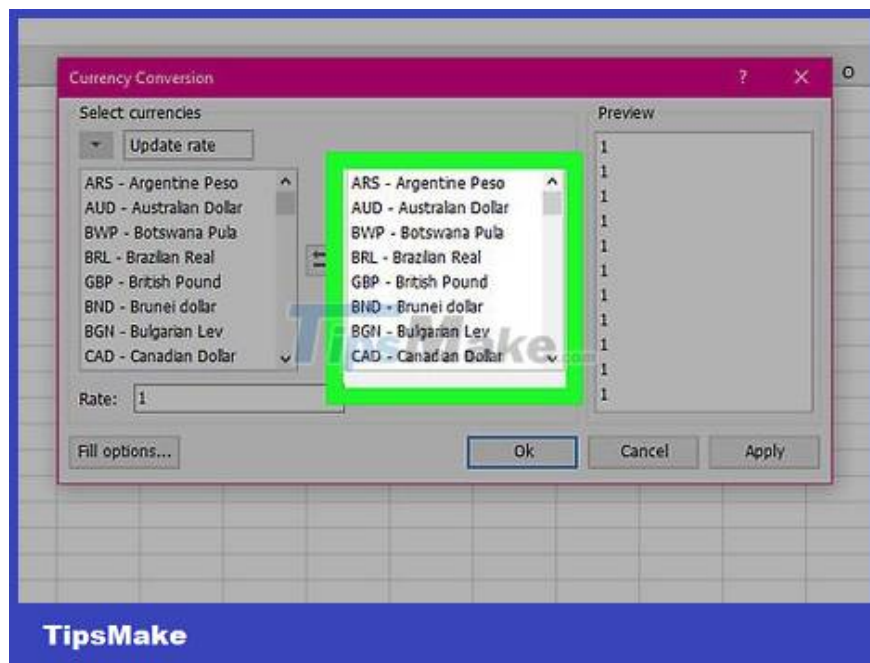
Click Update rate . This button is at the top left of the Currency Conversion page. That way your currency rate will be as accurate as possible.

The computer needs an Internet connection to perform this operation.

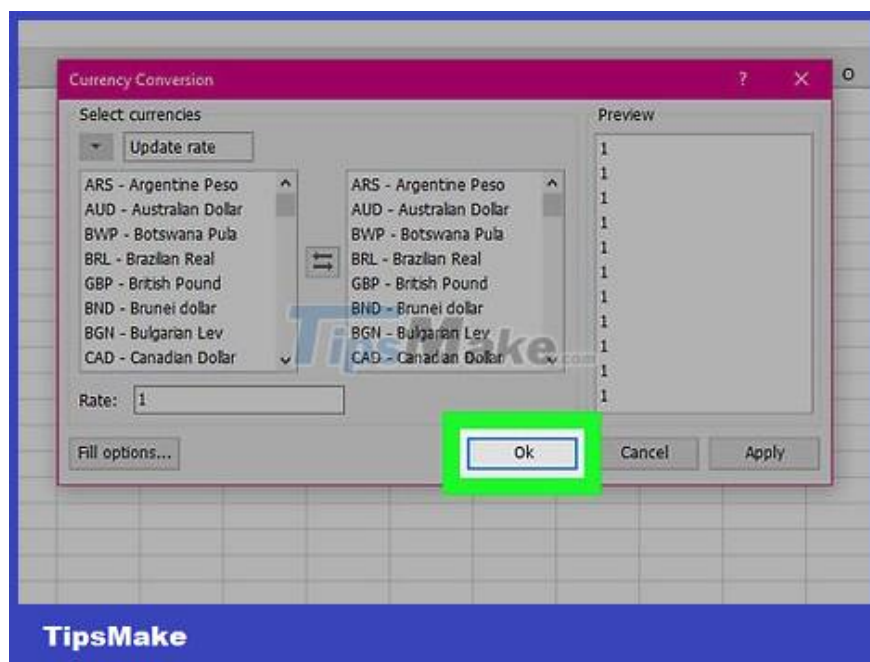


Select the currency for the data in the left pane of the Currency Conversion page.

For example, if converting from dollars to euros, you need to select Dollars here.



In the window to the right of the Currency Conversion page, select the currency you want to convert the data to. For example, if converting from dollars to euros, select Euros here.



Click OK . The value in column "B" will convert to the currency you selected for conversion.

Kutools is not free for life. If you want to continue using the plug-in, you need to purchase it from the Extended Office store.

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