

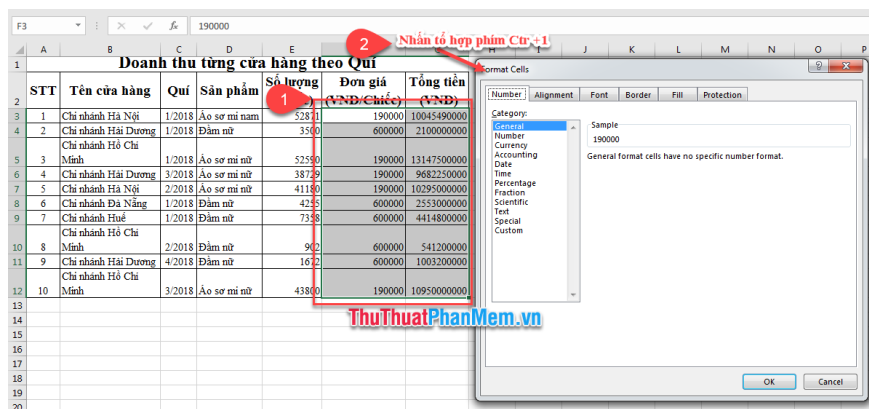
How to format currencies in Excel

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Currency format

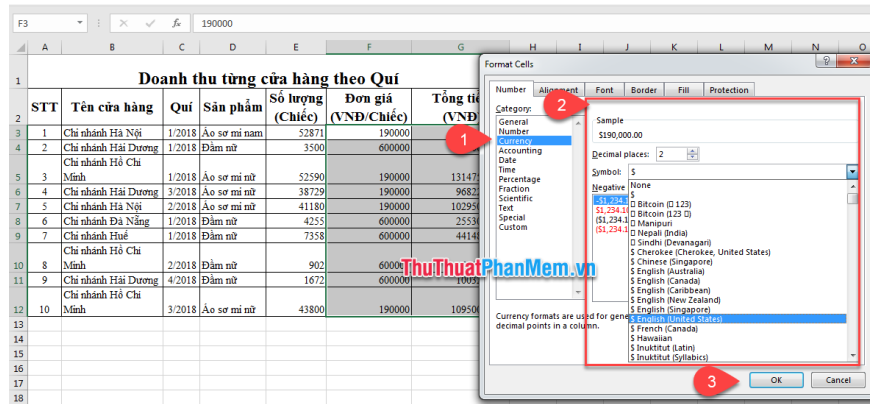
Step 1: Select (black out) the data area to format the number of currencies (1) => Press **Ctrl + 1** (2) to open the **Format Cells** window .



Step 2: On the **Format Cells** window , select the **Currency** (1) line and select the options (2) :

1. **Sample:** is the test sample that you install.
2. **Decimal places:** number of characters that show the decimal part.
3. **Symbol:** currency **symbol** shown. Excel default currency symbol is \$ (Dollar). You have the option of other Excel currency symbols. \$ Example (US)
4. **Negative numbers:** how to denote **negative numbers:** put red color or put in brackets or use negative sign (-) in front.

After making your selection, press the **OK** button (3) .



=> Results obtained:

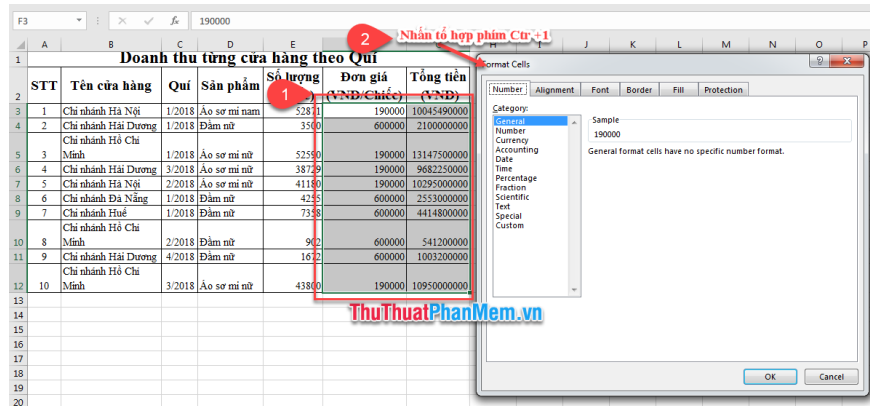
STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng (Chiếc)	Đơn giá (VNĐ/Chiếc)	Tổng tiền (VNĐ)
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam	52871	\$190,000.00	\$10,045,490,000.00
2	Chi nhánh Hải Dương	1/2018	Đầm nữ	3500	\$600,000.00	\$2,100,000,000.00
3	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	52590	\$190,000.00	\$13,147,500,000.00
4	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	38729	\$190,000.00	\$9,682,250,000.00
5	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ	41180	\$190,000.00	\$10,295,000,000.00
6	Chi nhánh Đà Nẵng	1/2018	Đầm nữ	4255	\$600,000.00	\$2,553,000,000.00
7	Chi nhánh Huế	1/2018	Đầm nữ	7358	\$600,000.00	\$4,414,800,000.00
8	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	902	\$600,000.00	\$541,200,000.00
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1672	\$600,000.00	\$1,003,200,000.00
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43800	\$190,000.00	\$10,950,000,000.00

Tip: To quickly apply a currency format with the \$ currency symbol, select the cell you want to adjust the format and press **Ctrl + Shift + \$**.

Accounting format

Besides currency format, accounting format (**Accounting**) also supports users to insert currency symbols.

Step 1: Select (black out) the data area to format the number of currencies (1) => Press **Ctrl + 1** (2) to open the **Format Cells** window .

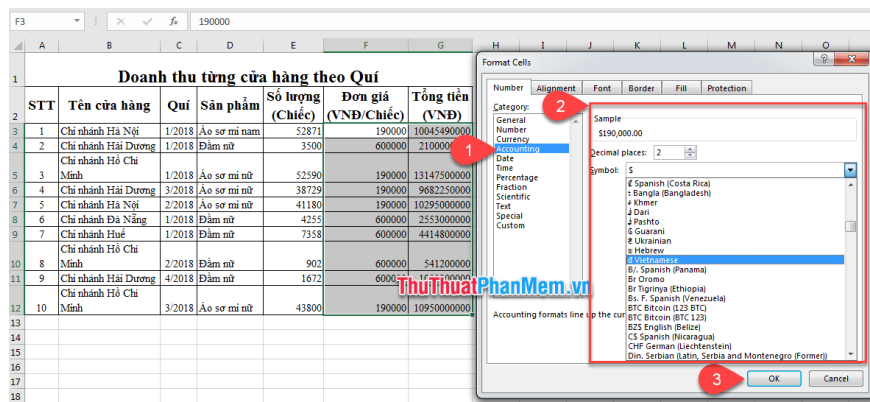


Step 2: On the **Format Cells** window , select **Accounting** (1) and select the options (2) :

1. **Sample:** is the test sample that you install.
2. **Decimal places:** number of characters that show the decimal part.
3. **Symbol:** currency **symbol** shown. Excel default currency symbol is \$ (Dollar).

To select other symbols, click the arrow and select the currency symbol you need.

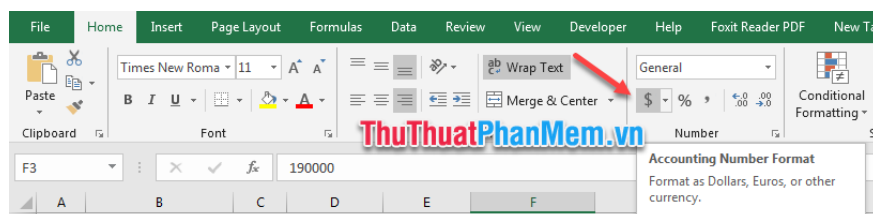
After making your selection, press the **OK** button (3) .



=> The result you get is:

Doanh thu từng cửa hàng theo Quý						
STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng (Chiếc)	Đơn giá (VNĐ/Chiếc)	Tổng tiền (VNĐ)
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam	52871	190,000.00 ₫	10,045,490,000.00 ₫
2	Chi nhánh Hải Dương	1/2018	Đầm nữ	3500	600,000.00 ₫	2,100,000,000.00 ₫
3	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	52590	190,000.00 ₫	13,147,500,000.00 ₫
4	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	38729	190,000.00 ₫	9,682,250,000.00 ₫
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7	Chi nhánh Huế	1/2018	Đầm nữ	7358	600,000.00 ₫	4,414,800,000.00 ₫
8	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	902	600,000.00 ₫	541,200,000.00 ₫
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1672	600,000.00 ₫	1,003,200,000.00 ₫
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43800	190,000.00 ₫	10,950,000,000.00 ₫

Tip: To quickly apply accounting format, select the cell you want to adjust the format and then click the currency icon on the **Home** tab of the Ribbon.



Remove currency format (Currency) or accounting (Accounting)

To remove the currency format, select the **General** format on the **Format Cells** window . Selected cells returning to the **General** format will not display any specific number format.

Above Software Tips showed you how to format currencies in Excel. Good luck!

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