

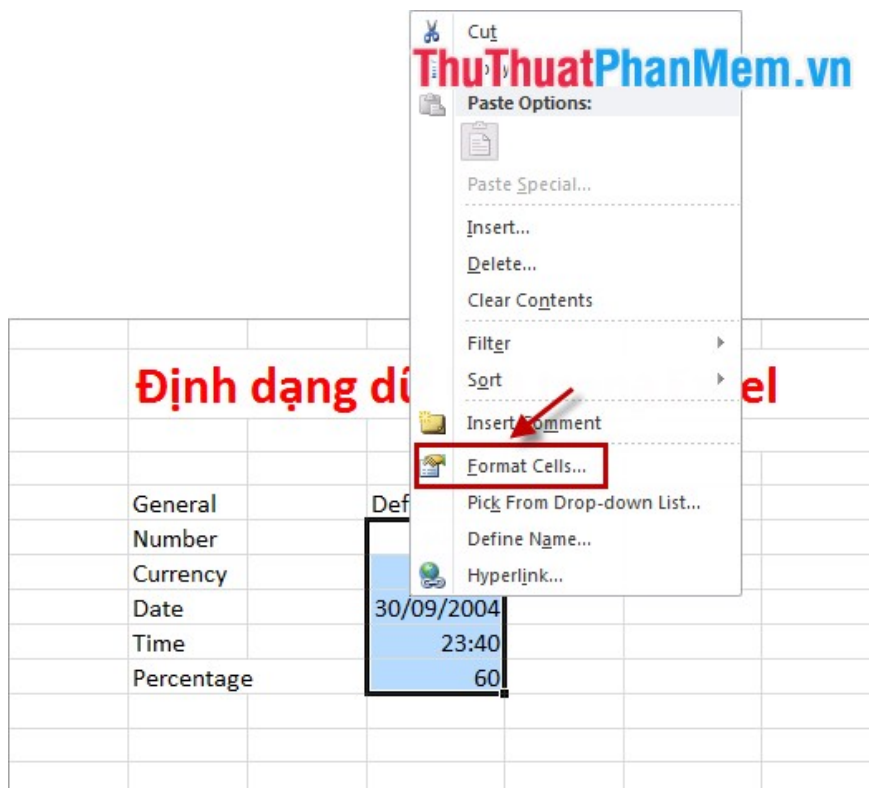
Instructions for formatting data in Excel

Excel spreadsheets support a variety of data types for cells in the worksheet: numeric, percentage, date, time, fraction, etc., with different data, you should format the data type correctly. for that data box. So when calculating or processing data

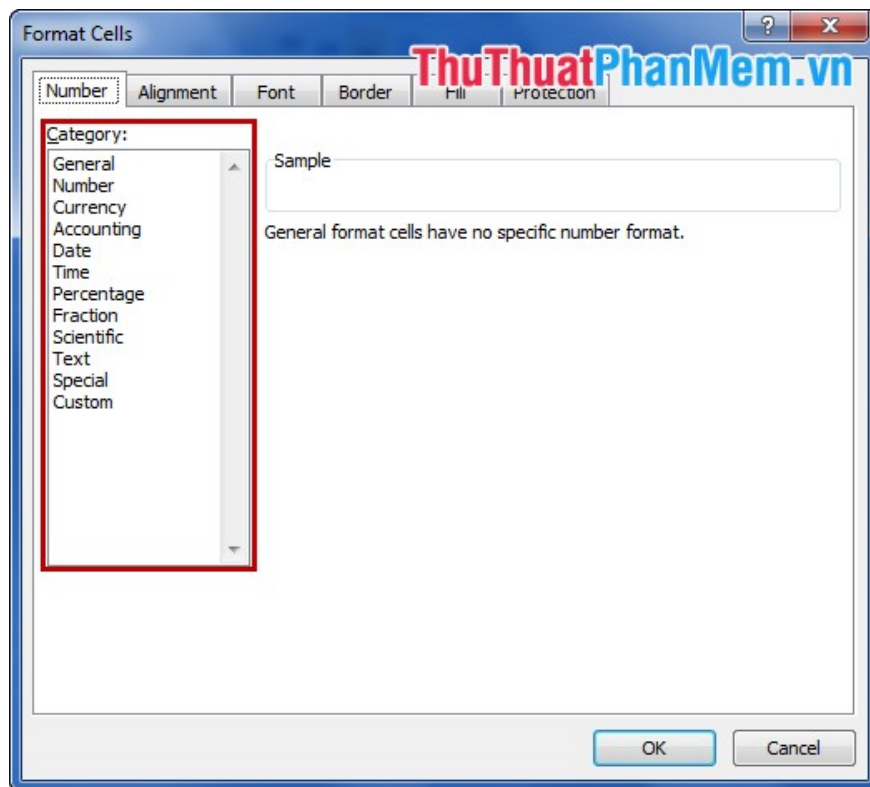
Excel spreadsheets support a variety of data types for cells in the worksheet: numeric, percentage, date, time, fraction, etc., with different data, you should format the data type correctly. for that data box. Thus when calculating or processing data will be easier and more accurate.

The default data type in Excel spreadsheets is always the General format. You can change the data type format in Excel with the following steps:

Step 1: Select the data cells to format, then right-click -> **Format Cells** .



Step 2: In **Format Cells** , in the **Number** tab there are many formats in the **Category** section .



General: The default default Excel type when you type.

Number: Formats a numeric data format.

Currency and Accounting: is the format for currency data.

Date: The format for the date data type.

Time: Format the time type for data.

Percentage: Format the percentage type for data.

Fraction: *Fractional* data format.

Scientific: Abbreviated numeric data format

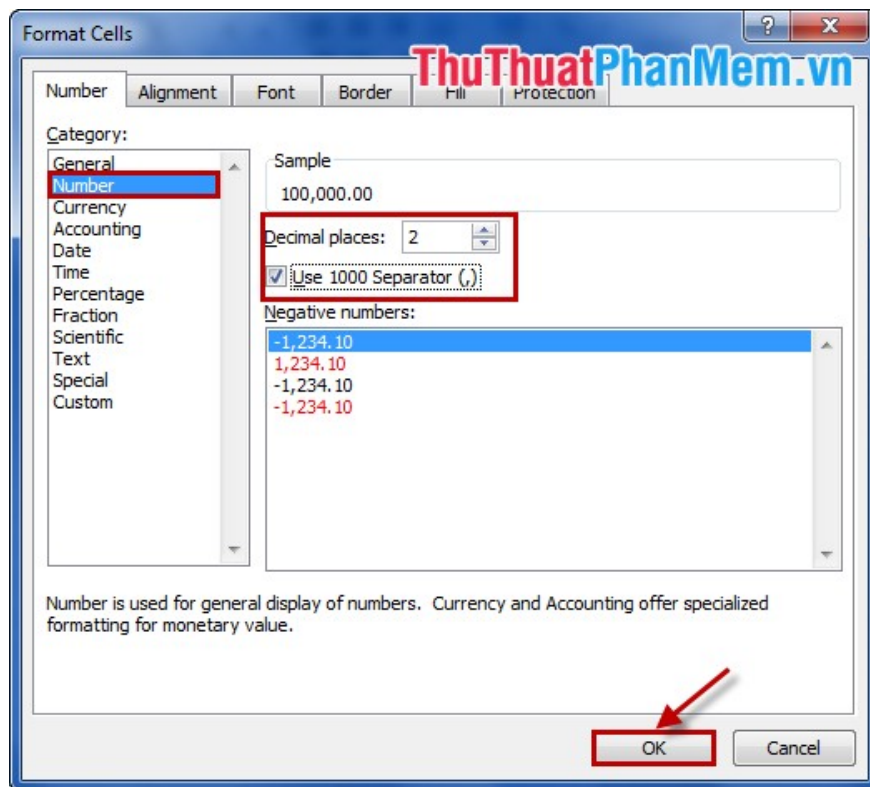
Text: Typographic data format.

Special: *Special* data format.

Custom: *The* type of user to format themselves.

Step 3: Format the data according to some commonly used types

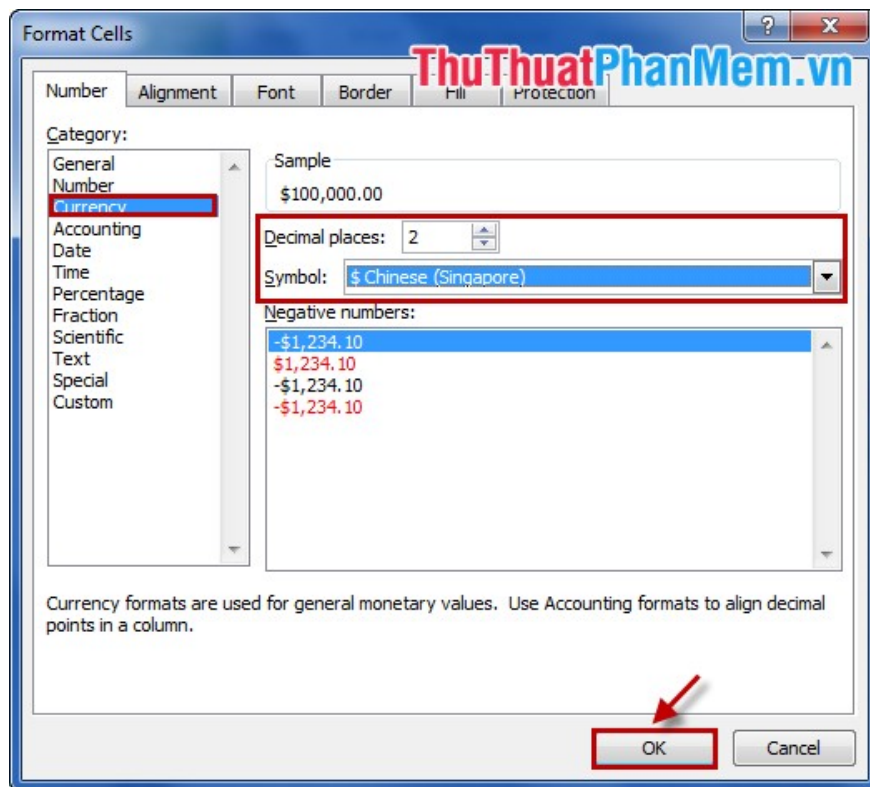
- If you format the numeric data, select the Number type in the Category. In the Decimal places section, you choose the number of digits after the comma, or you want to add the "," as a separator for numbers if they have a value of thousands of units, then check the box before Use 1000 Separator (.). Then click **OK** .



The result after setting the data as Number.

Định dạng dữ liệu trong Excel	
	Thuthuatphanmem.vn
General	Default
Number	100,000.00
Currency	90.00
Date	38,260.00
Time	0.99
Percentage	60.00
ThuThuatPhanMem.vn	

- If you want to format the data type of currency, in Format Cells, select Currency in Category. Select the number of digits after the comma in Decimal places and select the type of the currency symbol for the data in Symbol and then click **OK** .

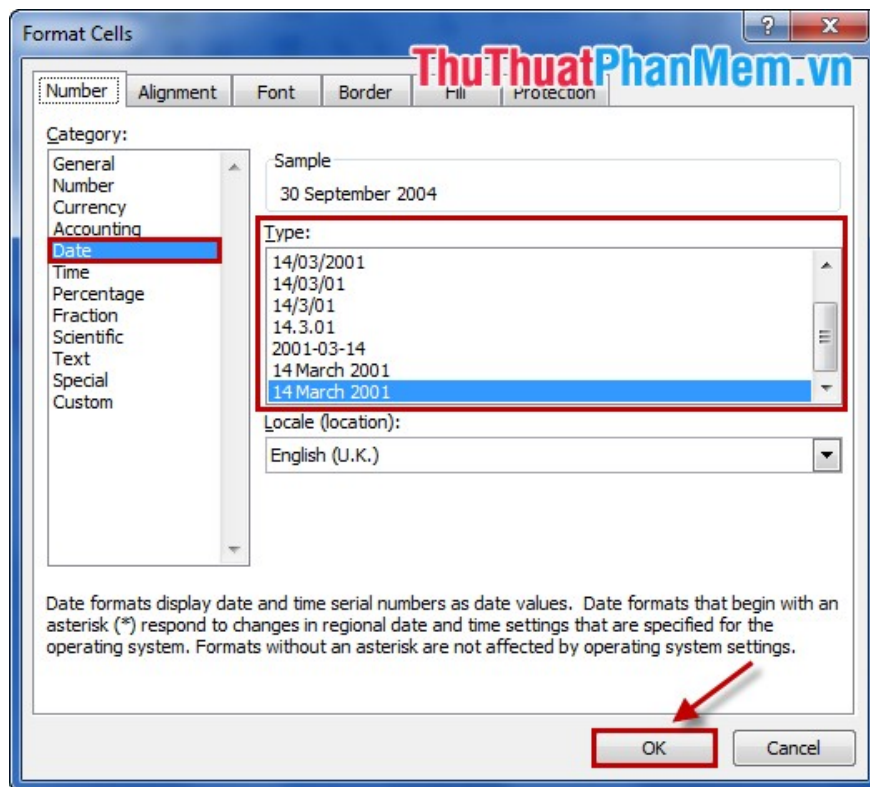


And the result if choosing the currency type for the data:

Định dạng dữ liệu trong Excel	
	Thuthuatphanmem.vn
General	Default
Number	\$100,000.00
Currency	\$90.00
Date	\$38,260.00
Time	\$0.99
Percentage	\$60.00

ThuThuatPhanMem.vn

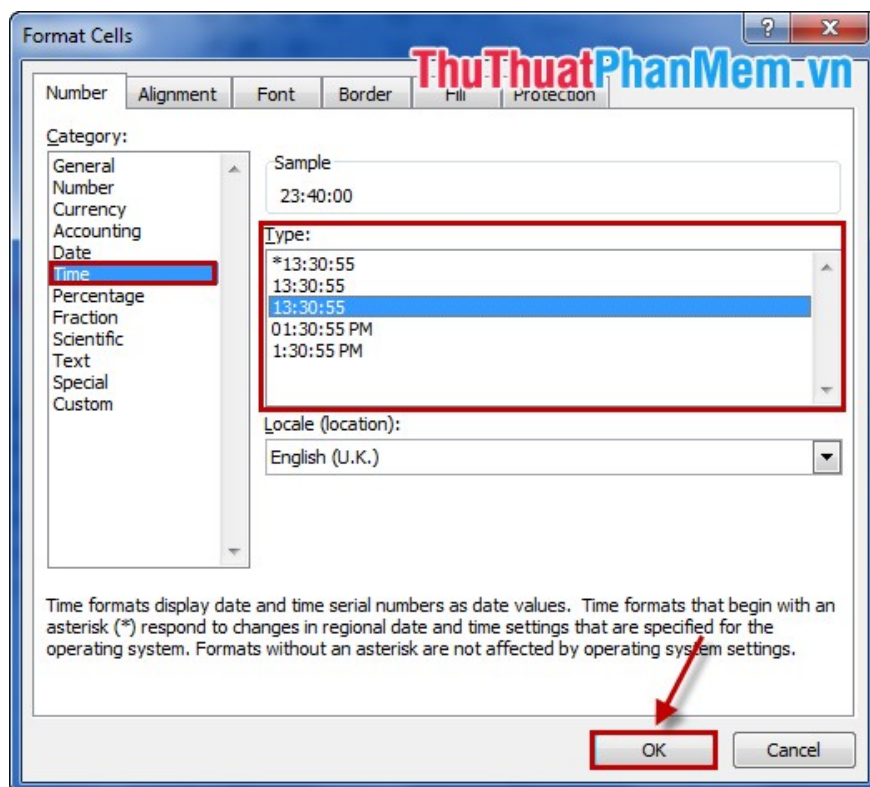
- If you format the date format, then in Format Cells you select Date in Category. Next you choose the date format in the Type section and then click **OK** .



The result after making the date format.

Định dạng dữ liệu trong Excel	
Thuthuatphanmem.vn	
General	Default
Number	100000
Currency	90
Date	30 September 2004
Time	23:40
Percentage	60
ThuThuatPhanMem.vn	

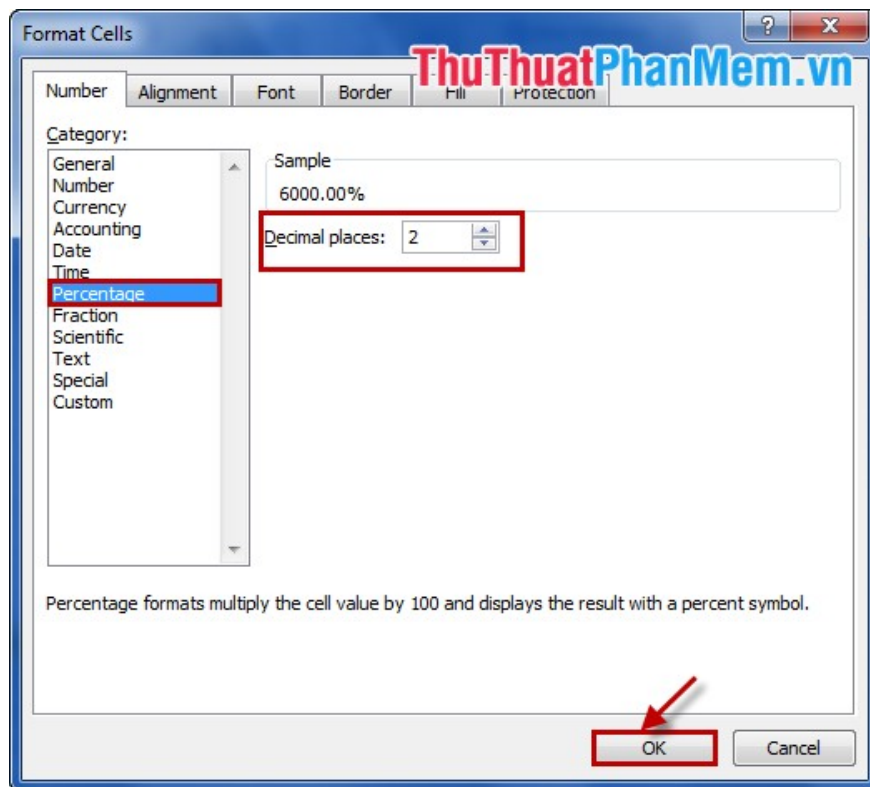
- If you format the data according to the time format, in Format Cells you select the Time type in Category, select the time format in the Type section and click **OK** .



After selecting the time format, the results are as follows:

Định dạng dữ liệu trong Excel	
	Thuthuatphanmem.vn
General	Default
Number	100000
Currency	90
Date	30 September 2004
Time	23:40:00
Percentage	60
ThuthuatPhanMem.vn	

- If you format the data as a percentage, in Format Cells, select Percentage in Category and select the number of digits after the comma in Decimal places. Then click **OK**.



The result will look like this:

Định dạng dữ liệu trong Excel	
Thuthuatphanmem.vn	
General	Default
Number	100000
Currency	90
Date	30 September 2004
Time	23:40:00
Percentage	6000.00%

ThuThuatPhanMem.vn

With other data types, you also do the same thing to choose the right data format format that suits the data cell.

So, you already know how to format data in Excel spreadsheets. Good luck!

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