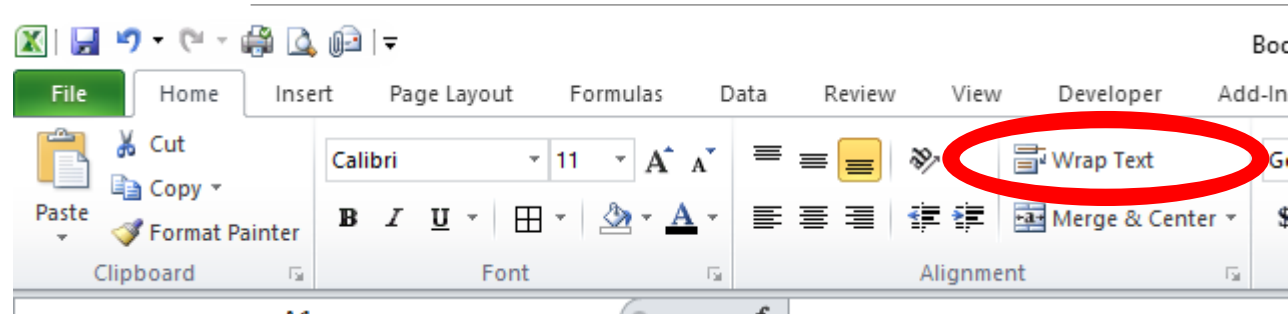


Format Cells

- Wrap
- Merge
- General
- Number
- Currency
- Accounting
 - Date
 - Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Wrap Text

This will ensure that any data in the cell is visible.

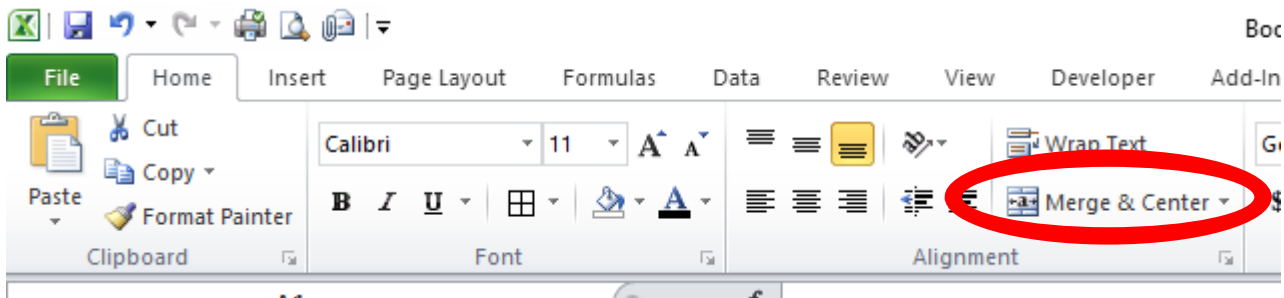


	Hello m			

	G&T	Maths KS2 sublevel	Maths KS2 Decimal	U M L

		Hello my name is	

Merge



	D	E	F	G	H	I
10						
11			Hello m			
12						

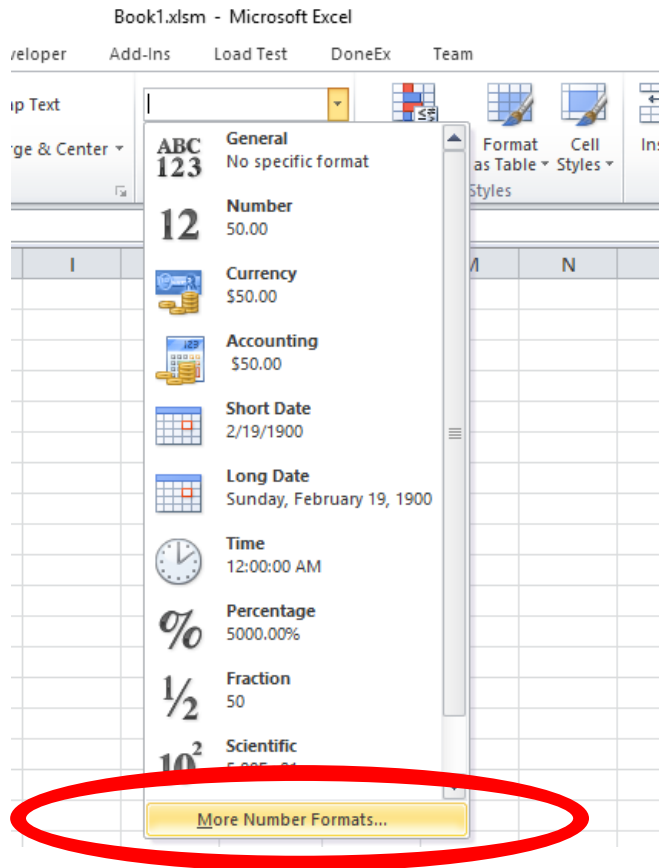
You can merge 2 or more cells.

	D	E	F	G	H	I
10						
11			Hello my name is			
12						

Note - if you have data in more than one of the cells you are merging, then it will only keep the data that is in the first left cell. All other data will be deleted.

Format Cells

Ctrl + 1

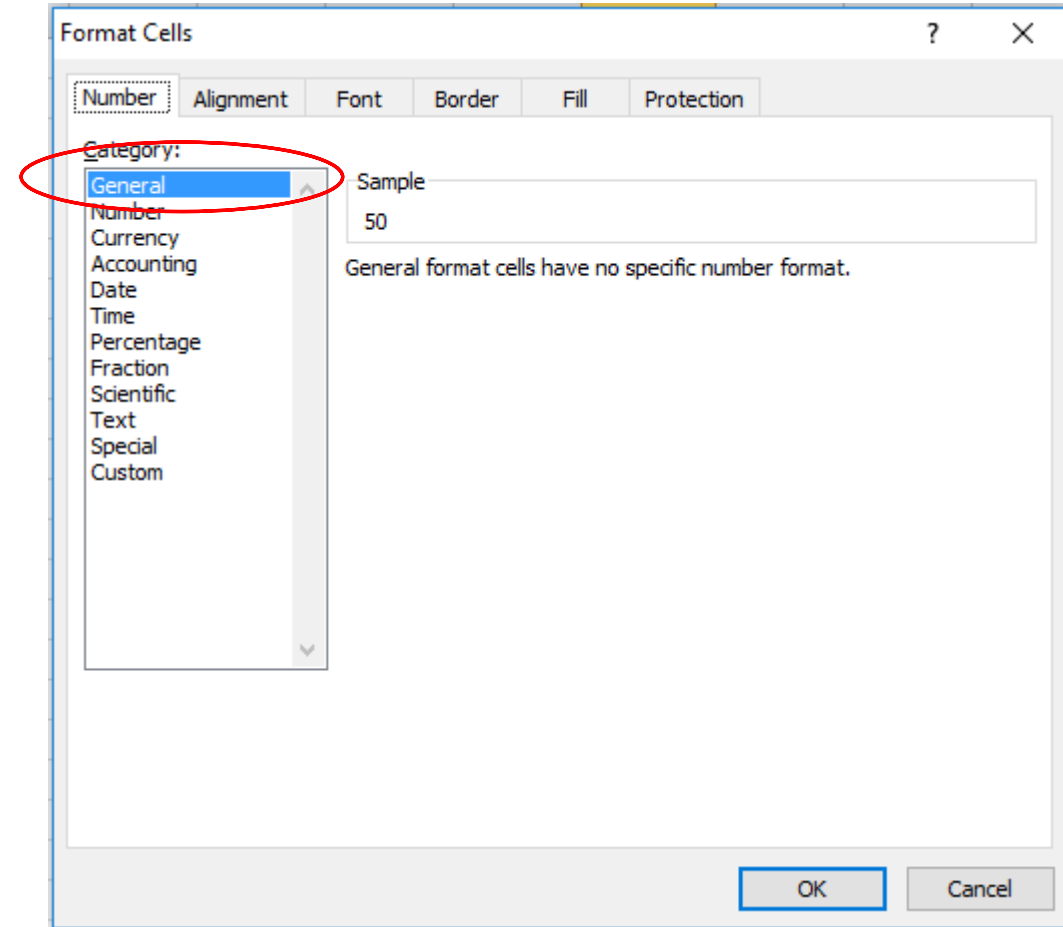


By selecting the 'More Number Formats...' option, this will allow you to be a lot more specific in what you want.

General

Ctrl + Shift + ~

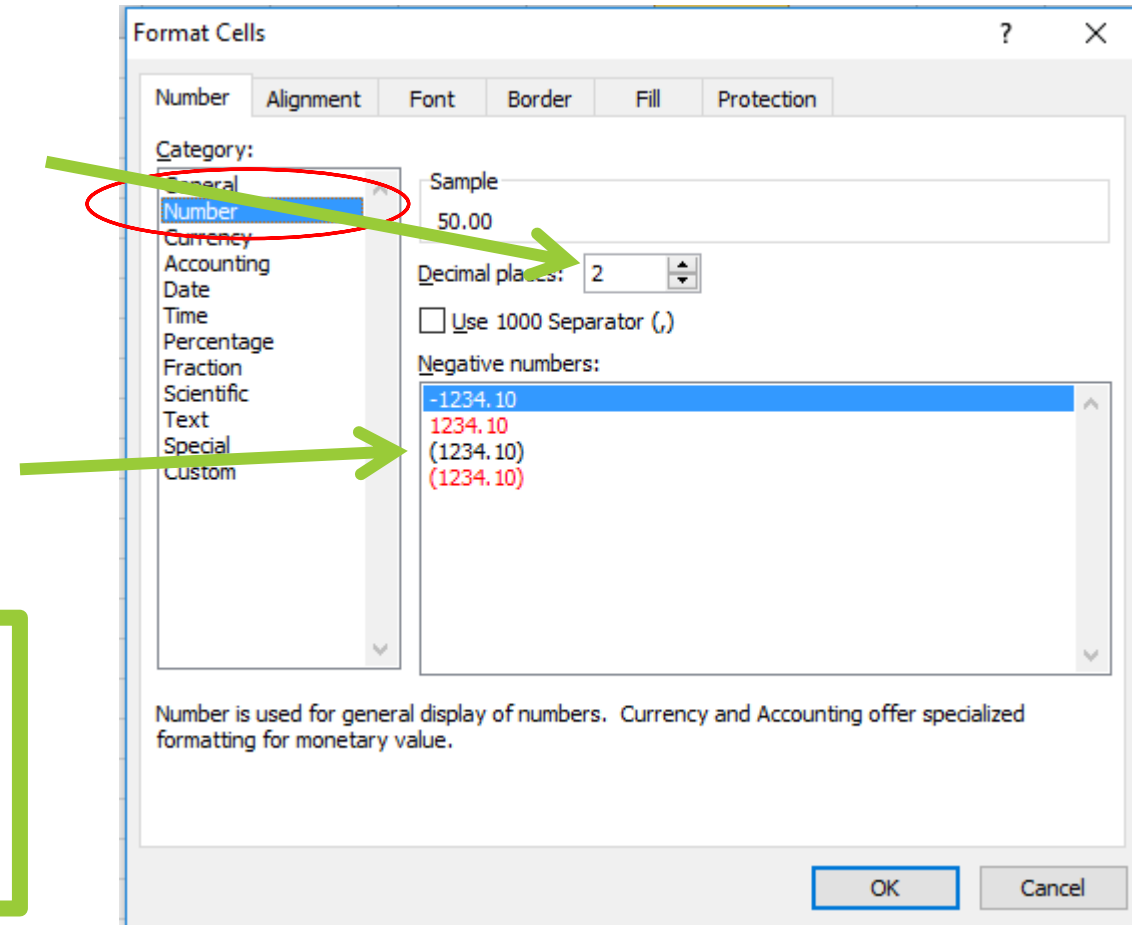
If you have changed the format in a cell, you would normally change it back to 'General' to remove any formats you have placed on the cell.



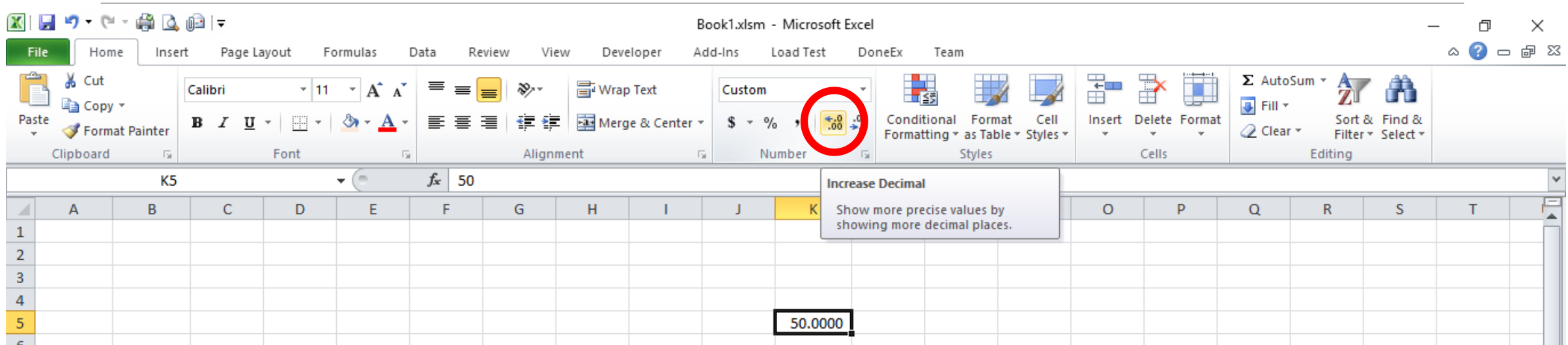
Number

Ctrl + Shift + !

Note - the computer will still read the number as -10, but on the screen you would see **10**



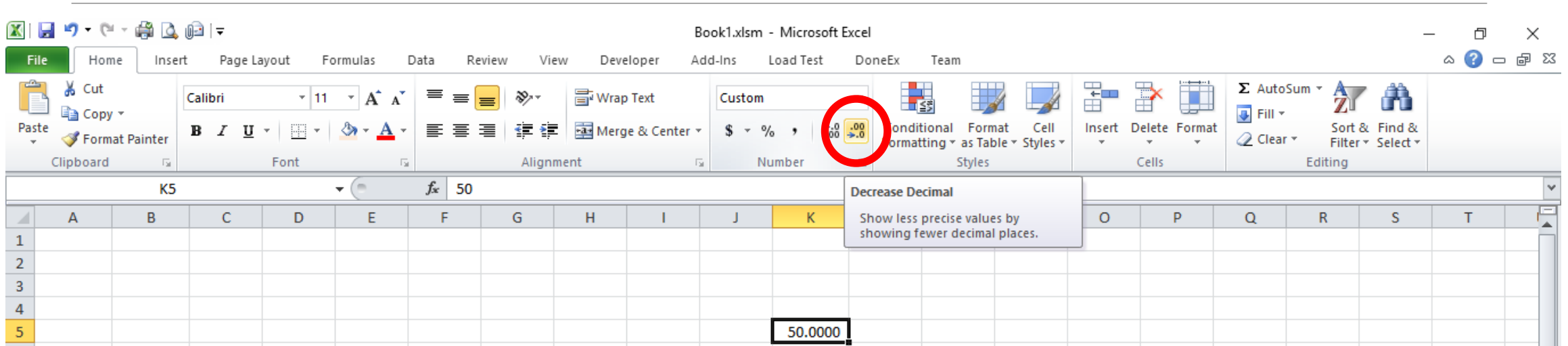
Increase Decimal



This button is a shortcut to changing the amount of numbers you have in a cell after the decimal point.

This button will increase the amount of numbers after the decimal point.

Decrease Decimal



This button is a shortcut to changing the amount of numbers you have in a cell after the decimal point.

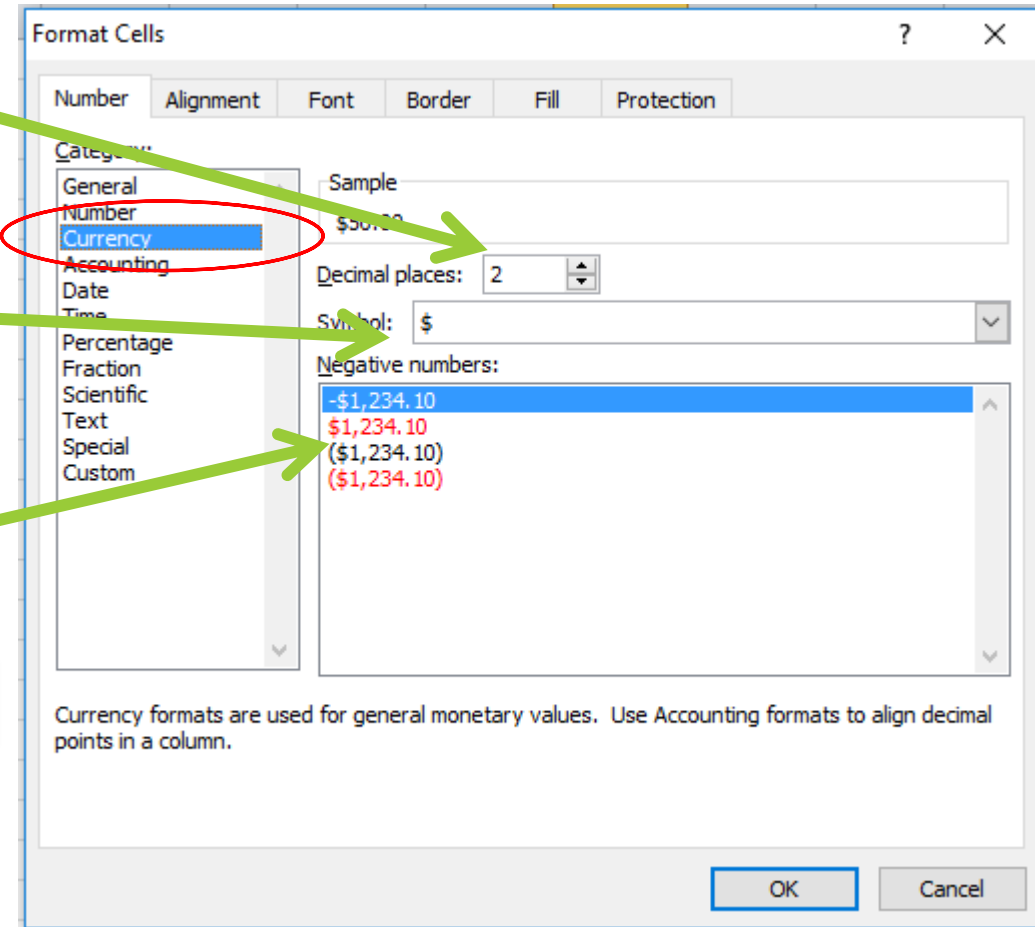
This button will decrease the amount of numbers after the decimal point.

Currency

Profit	Loss	Profit - Loss
\$10	(\$23)	\$33

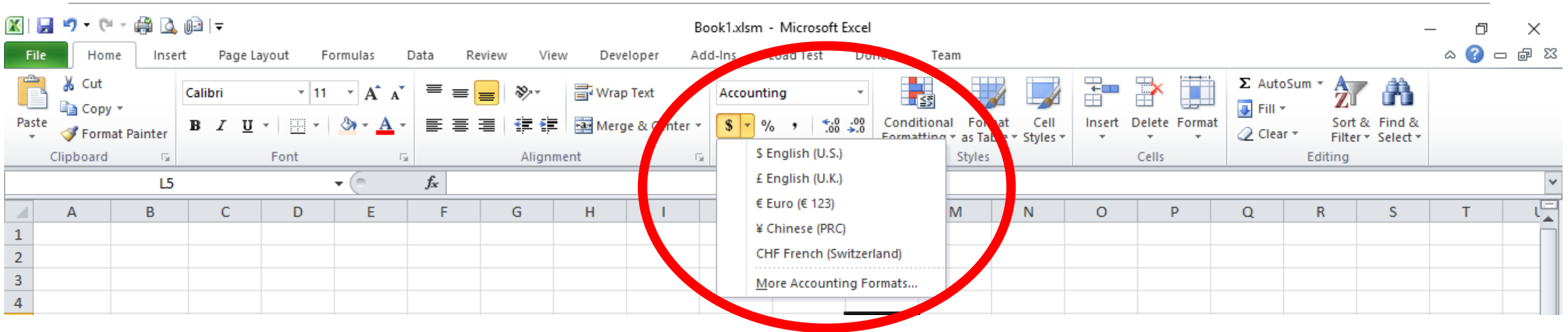
Is the end column correct?

The end column should show a loss of \$10 where in fact it shows a profit of \$33
 $\$10 - - \$23 \dots$ two negatives make a positive (+)



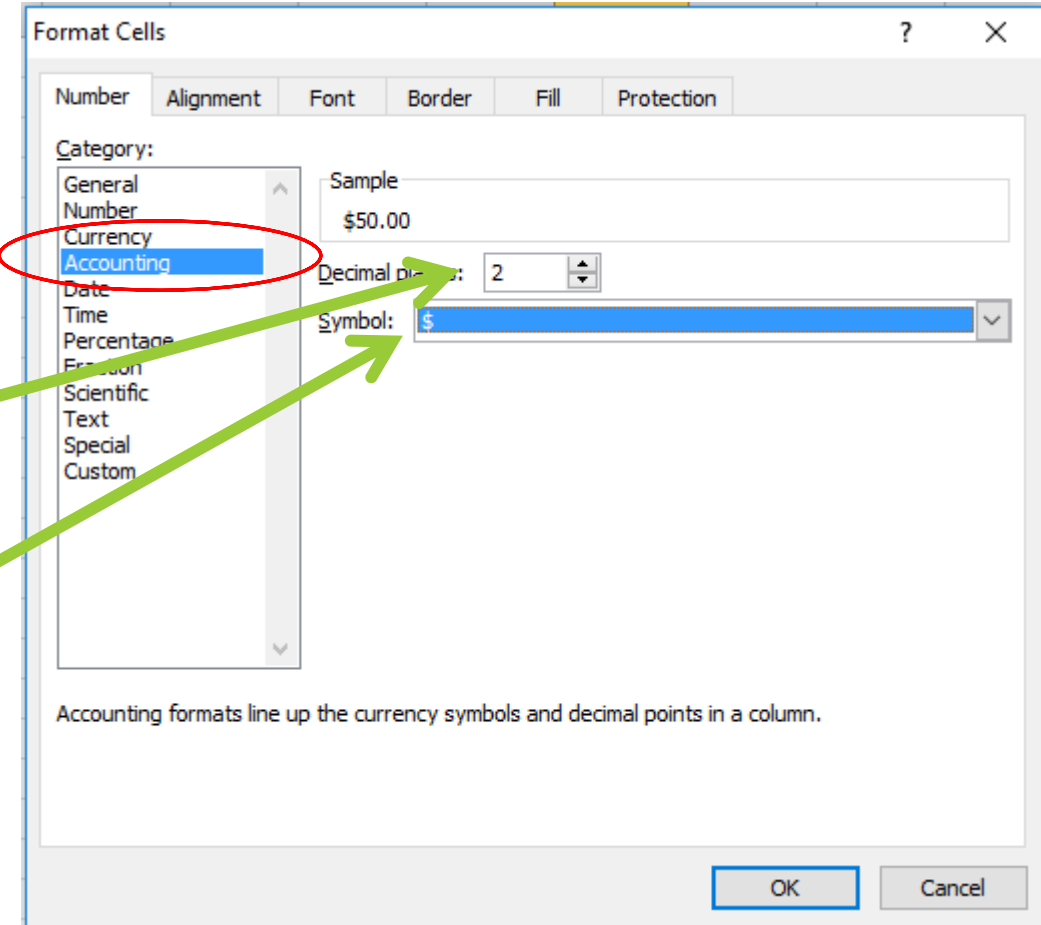
Currency

Ctrl + Shift + 4



This button is a shortcut to changing the data in a cell to currency.
The drop down button allows you to select the type of currency you want.

Accounting



Date

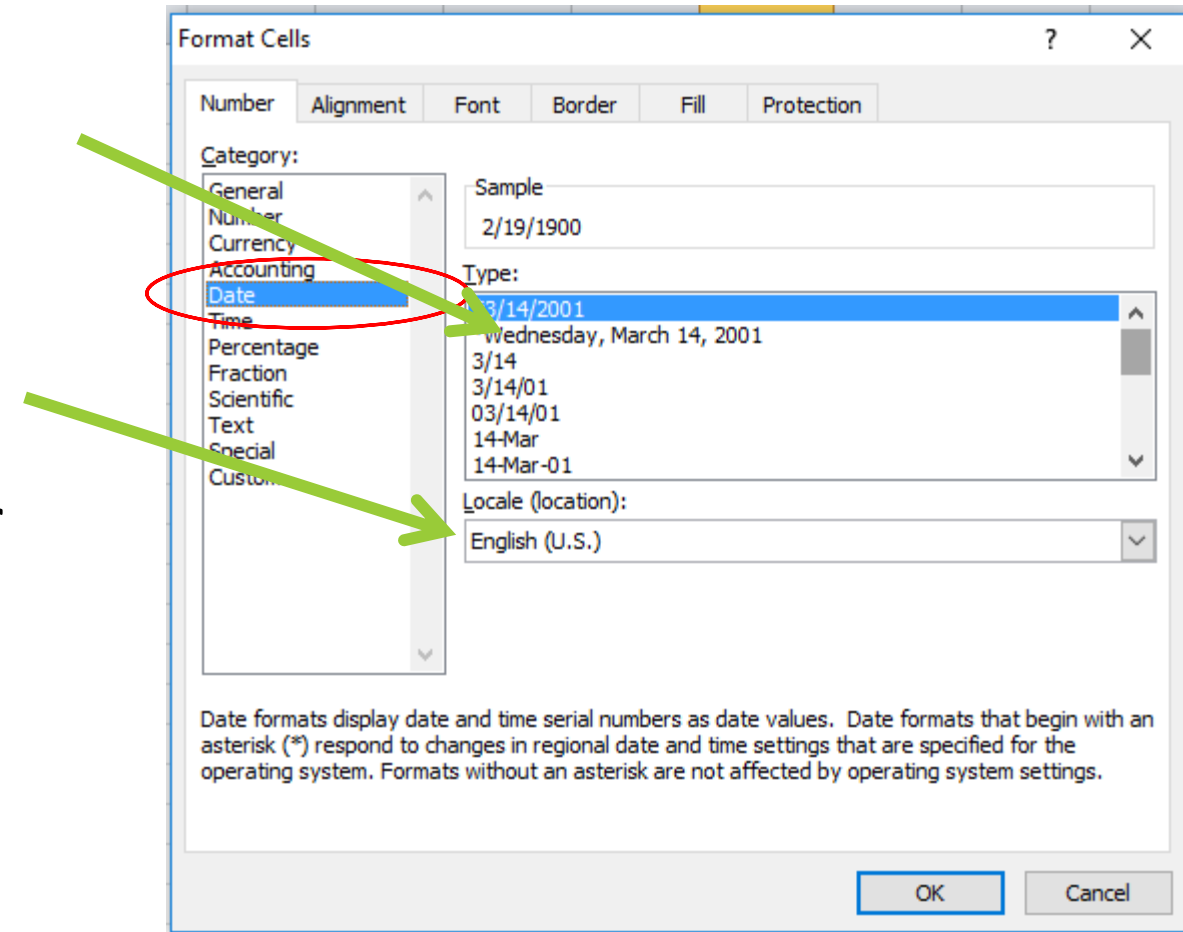
Ctrl + #

Ctrl + ;

Note – it will translate the date into their language.

domingo, 10 de octubre de 2010

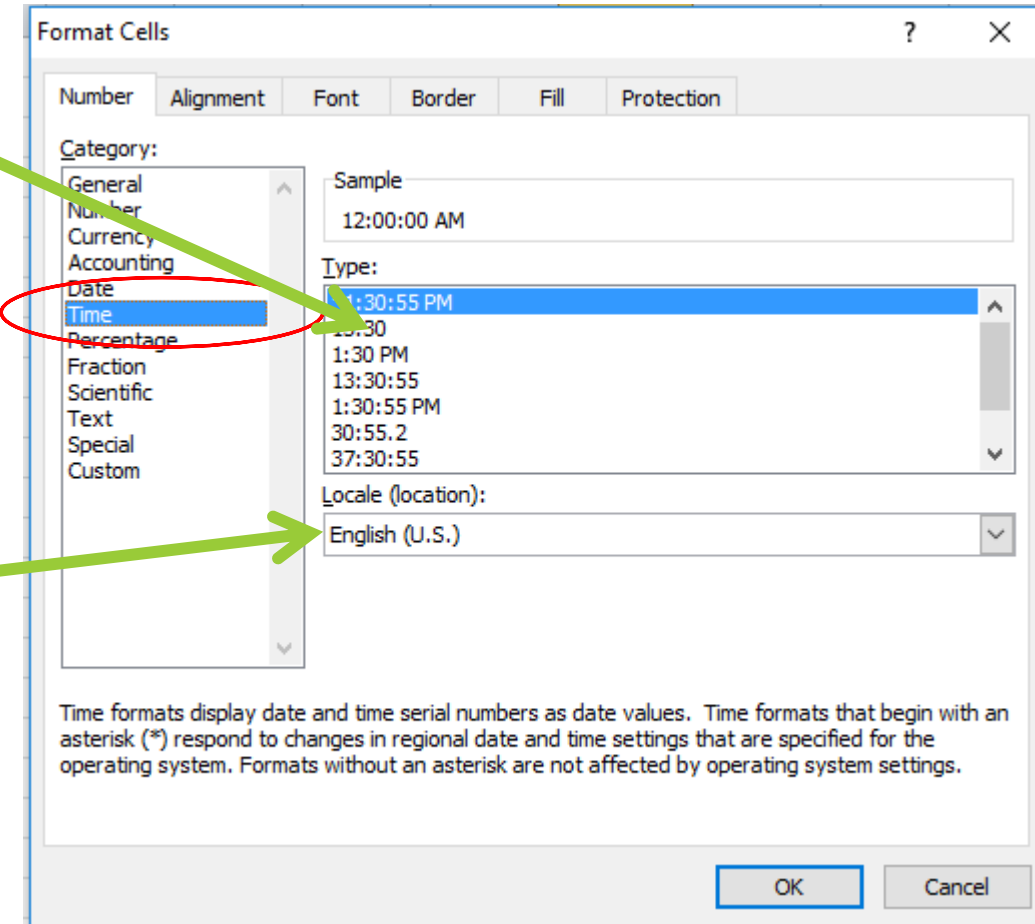
10/10 /10 Spanish (Mexico)



Time

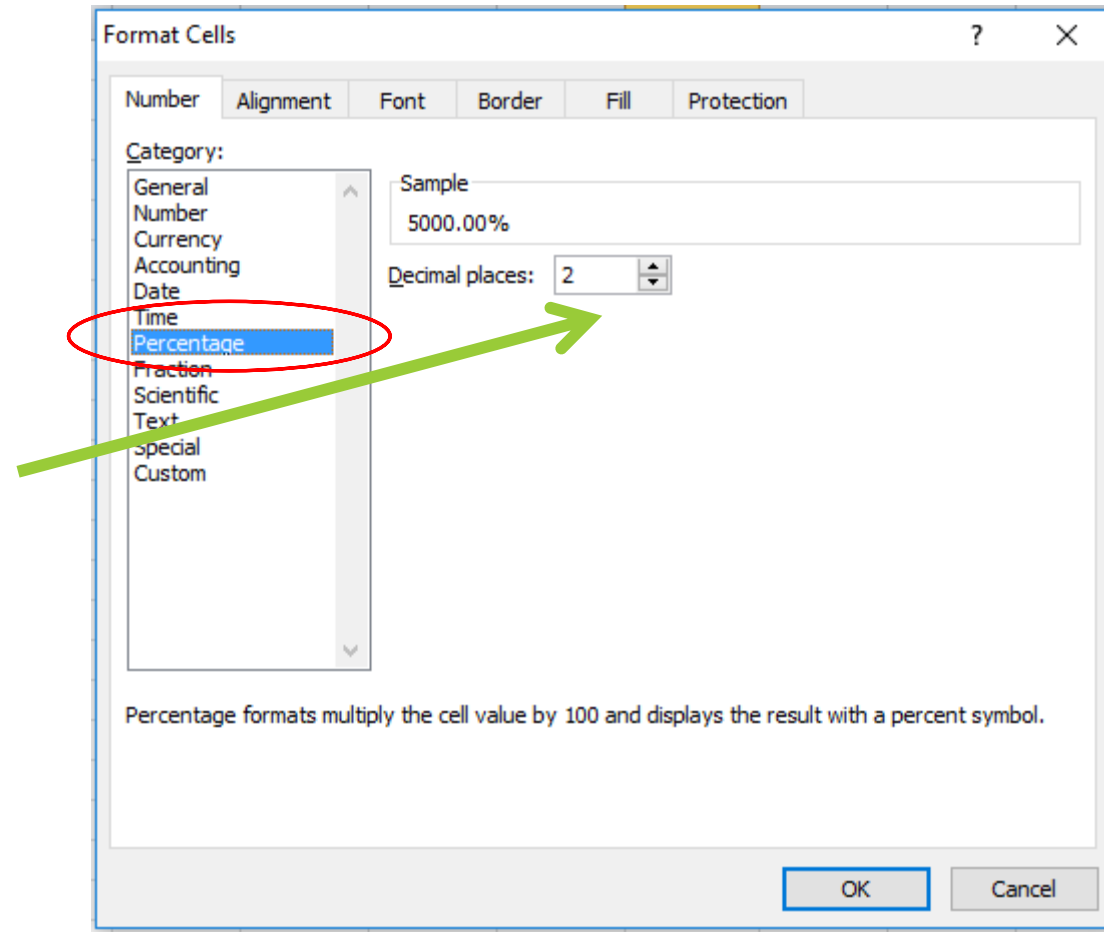
Ctrl + Shift + @

Ctrl + Shift + :



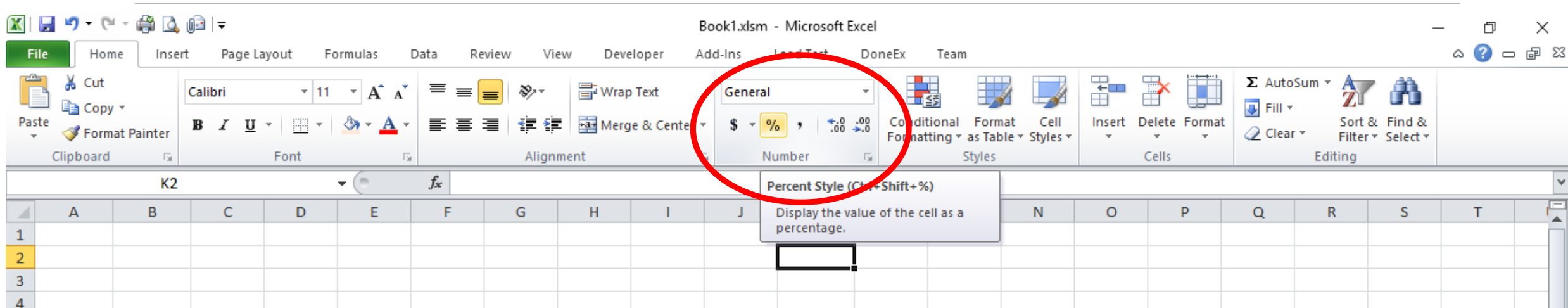
Note – each country will contain different options.

Percentage



Percentage

Ctrl + Shift + %

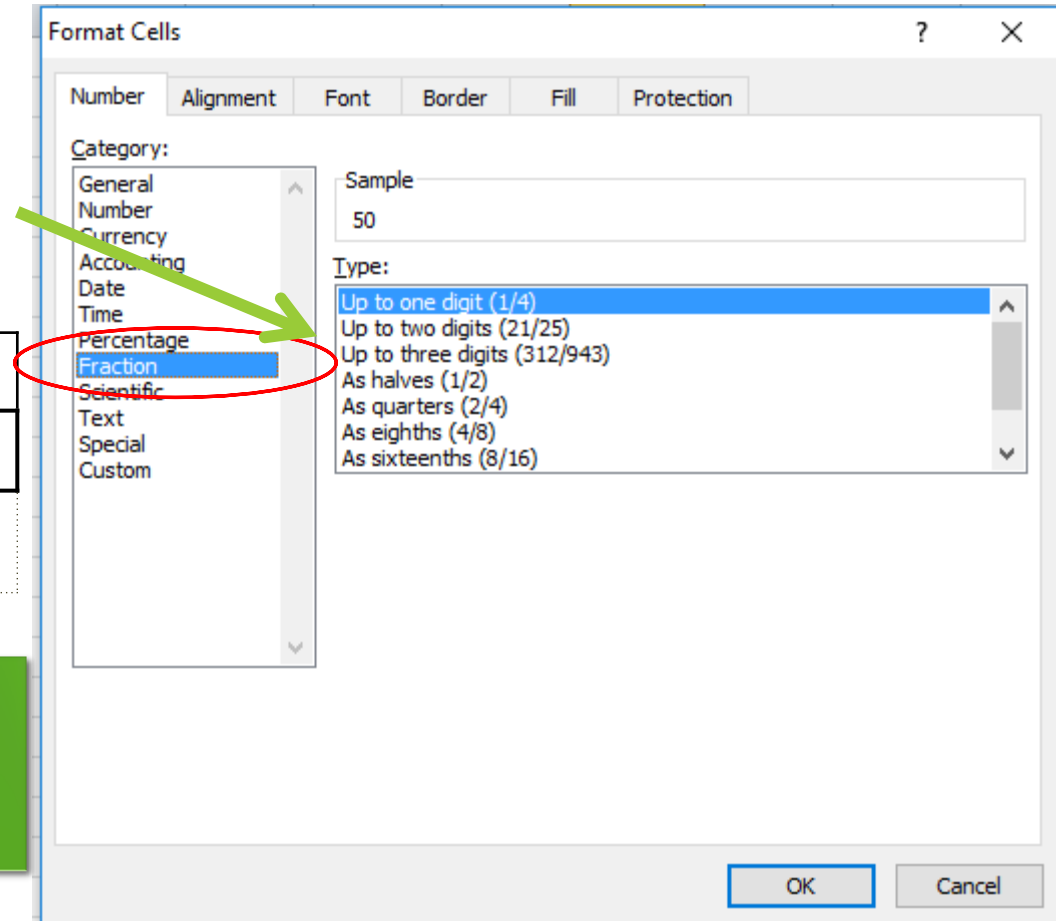


This button is a shortcut to changing the data in a cell to a percentage.

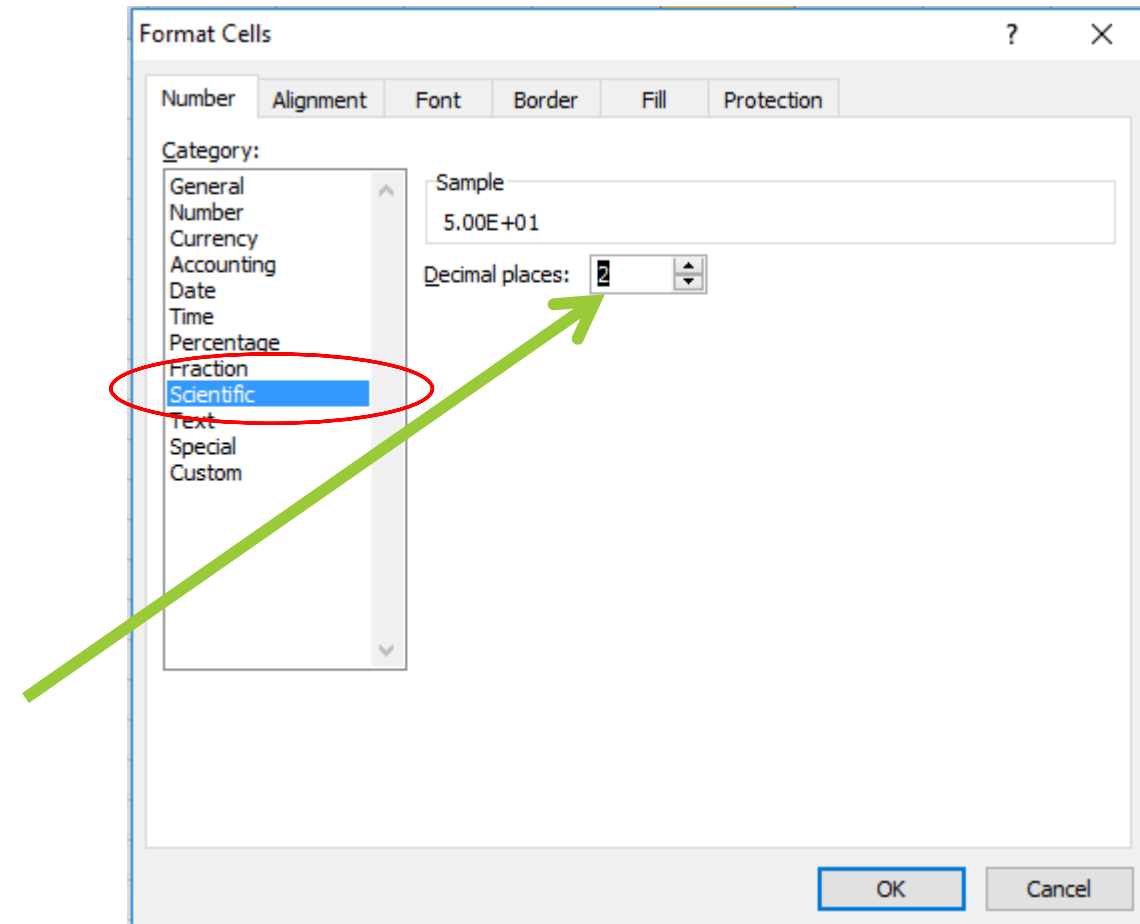
Fraction

0.3			
$\frac{2}{7}$	$\frac{3}{10}$	$\frac{1}{2}$	$\frac{1}{4}$
upto one digit (1/4)	upto two digit (21/25)	As halves (1/2)	As quarters (2/4)

If no fraction format is applied to a cell and you type a fraction such as 1/2, it will be formatted as a date. To display it as a fraction, apply a Fraction format and then retype the fraction.

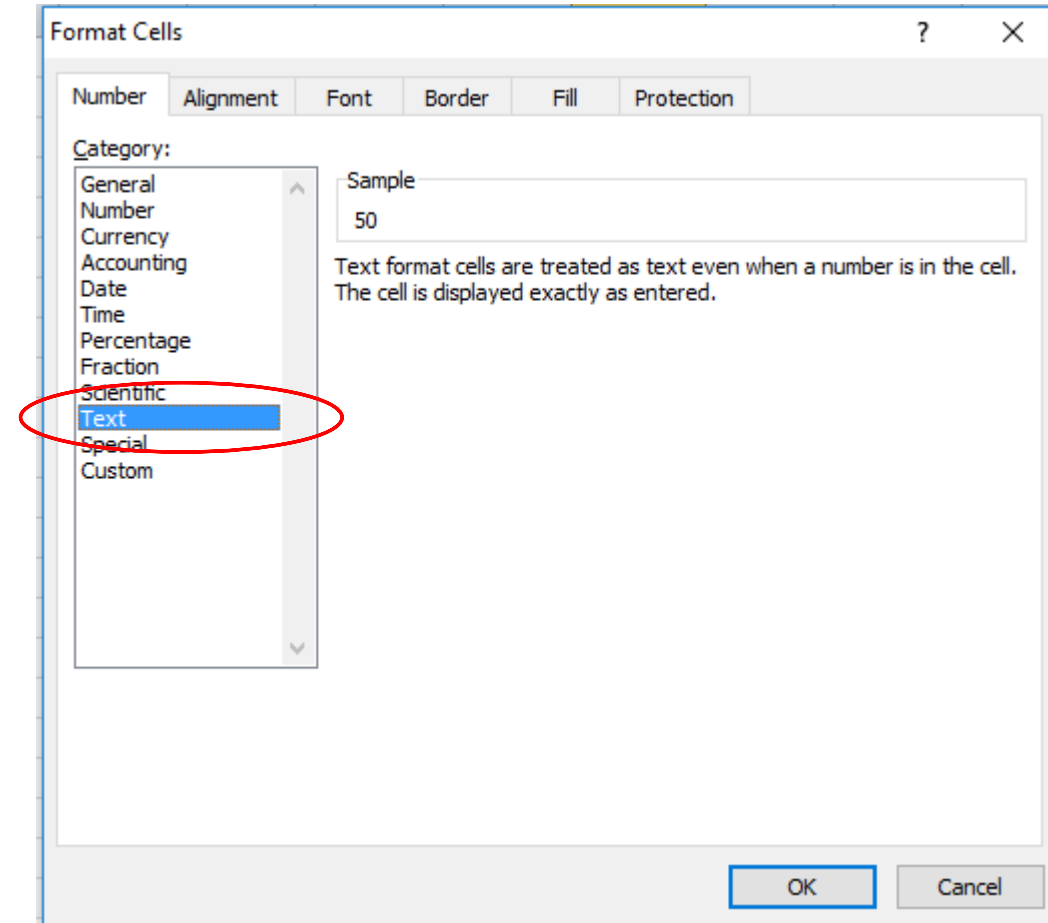


Scientific

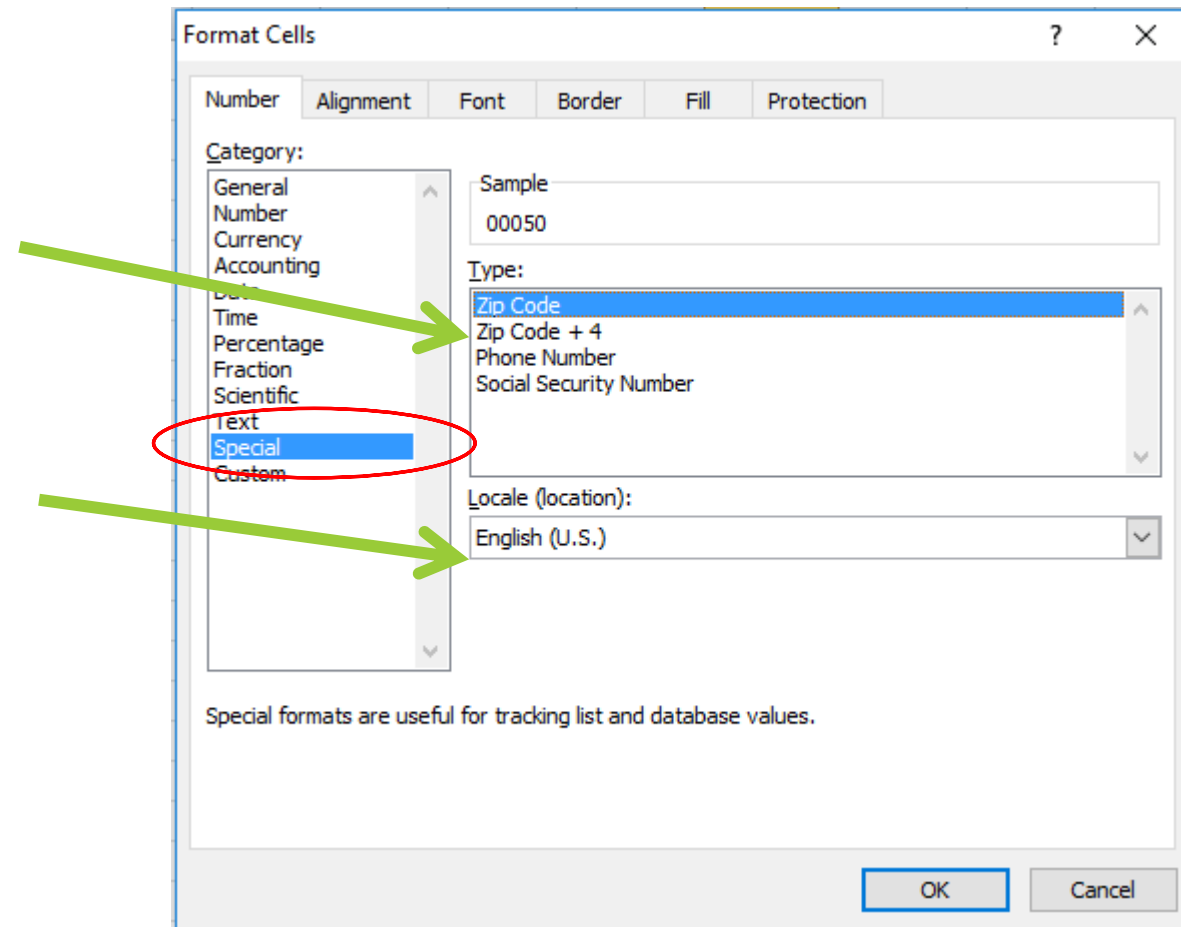


Text

This will have a negative impact on formulas. It will produce errors in formulas. Numbers should **never** be saved as text.



Special



Custom

Sample
2 / 3

Type:
/

Sample
Sun 10 Jan 10

Type:
ddd dd mmm yy

Format Cells

Number Alignment Font Border Fill Protection

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample
50

Type:
|

General
0
0.00
#,##0
#,##0.00
#,##0_);(,##0
#,##0_);[Red](,##0
#,##0.00_);(,##0.00
#,##0.00_);[Red](,##0.00
\$#,##0_);\$#,##0
\$#,##0_);[Red](\$#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

OK Cancel