

EXCEL 2010 VIDEO #4

Number Formatting, Façade Accounting, Proportions, & Percentages

(Running Time 15 minutes, 11 seconds)

LEARNING EXPECTATIONS: Watch this video carefully. This video covers lots of options on how to present numbers in the spreadsheet. Here are highlights on which to focus.

Shortcut toolbar for accounting, currency, percentage and comma.

Shortcut toolbar for increasing or decreasing the number of decimal places shown.

Notice “façade” reference which means the number originally input in a cell is what Excel uses in calculations, not the rounded/formatted number shown in cell. Notice the original number is displayed in the formula toolbar for easy reference.

Select other number formats from drop-down menu.

Review how to convert a decimal number to a percentage

Six ways to input %s into Excel; I recommend inputting numbers with % (e.g. 5.09%)

DIFFERENTIATION OPPORTUNITIES: None