

0.5 in Different Formats

0.50	Formatted with 2 numbers to the right of the decimal
50%	Percentage
1/2	Fraction
\$0.50	Currency
1	Number format: Note that it rounded up from 0.5 because it was formatted without anything to the right of the decimal point.

A number may be formatted as a **text**. This is usually done if the number begins with zero such as an ID number. When formatted as text, Excel does not read it as a number.

Dates

Formatted as General	Formatted as Date
1	1/1/1900
5	1/5/1900
42736	1/1/2017

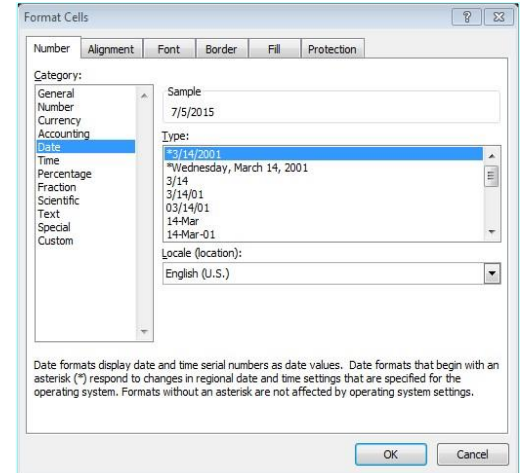
Format Cells Dialog Box



Launch Format Cells Dialog Box

or
right click on a cell (for a contextual menu) and select Format Cells.

A number may be represented as a date, a percentage, a fraction, currency and so on. If the number in a cell is not formatted right, it may be corrected in the Format Cells dialog box.



Ctrl O	Open document folder
Ctrl W	Close workbook
Ctrl S	Save workbook
F12	Save document AS
F1	Help
Ctrl F	Find specific word or number
Ctrl P	Print options
Ctrl Shift "	Copies from cell above
[h]:mm	Custom format: useful for adding more than 24 hours when working with dates/time

Ctrl Z	Undo
Ctrl Y	Redo last action (reverses Ctrl Z)
Ctrl C	Copy selection
Ctrl X	Cut (remove) selection
Ctrl V	Paste selection
F7 & Shift F7	Spell check & Thesaurus
Ctrl shift +	After highlighting a row or column to insert a new row or column.
Ctrl ;	Inserts today's date – does not update
=TODAY()	Inserts today's date – updates daily