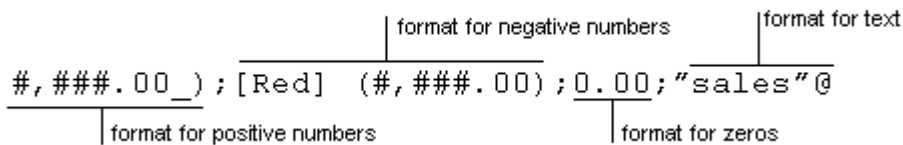


## Create a Custom Number Format

1. Select the cells you want to format.
2. Go to **Format** → **Cells** OR press [Ctrl][1].
3. On the Number tab, under Category, select a category, and then click a built-in format that resembles the one you want or click **Custom**.
4. In the Type field, edit the number format codes to create the format you want.  
*NOTE: Editing a built-in format does not remove the format.*

You can specify up to four sections of format codes. The sections, separated by semicolons, define the formats for positive numbers, negative numbers, zero values, and text, in that order. If you specify only two sections, the first is used for positive numbers and zeros, and the second is used for negative numbers. If you specify one section, all numbers use that format. If you skip a section, include the ending semicolon for that section.



Use format codes that describe how you want to display a number, date or time, currency, percentage, or scientific notation, and text or spacing.

### Number Format Codes

#### Decimal Places, Spaces, Colors, and Conditions

**Decimal points and significant digits.** If a number has more digits to the right of the decimal point than there are placeholders in the format, the number rounds to as many decimal places as there are placeholders. If there are more digits to the left of the decimal point than there are placeholders, the extra digits are displayed. If the format contains only number signs (#) to the left of the decimal point, numbers less than 1 begin with a decimal point.

To format fractions or numbers with decimal points; include the following digit placeholders in a section.

<b>#</b>	displays only significant digits and does not display insignificant zeros.
<b>0</b> (zero)	displays insignificant zeros if a number has fewer digits than there are zeros in the format.
<b>?</b>	adds spaces for insignificant zeros on either side of the decimal point so that decimal points align when formatted with a fixed-width font, such as Courier New. You can also use ? for fractions that have varying numbers of digits

To display	Use this code
1234.59 as 1234.6	####. #
8.9 as 8.900	#.000
.631 as 0.6	0. #
12 as 12.0 and 1234.568 as 1234.57	#.0#
44.398, 102.65, and 2.8 with aligned decimals	???. ???
5.25 as 5 ¼ and 5.3 as 5 3/10, with aligned division symbols	# ???/???

**Thousands separator.** To display a comma as a thousands separator or to scale a number by a multiple of one thousand, include a comma in the number format.

To display	Use this code
12000 as 12,000	#,###
12000 as 12	#,
12200000 as 12.2	0.0,,

**Color.** To set the color for a section of the format, type the name of one of the following eight colors in square brackets in the section. The color code must be the first item in the section.

- [Black]
- [Blue]
- [Cyan]
- [Green]
- [Magenta]
- [Red]
- [White]
- [Yellow]

**Conditions.** To set number formats that will be applied only if a number meets a condition you specify, enclose the condition in square brackets. The condition consists of a comparison operator (such as < or =) and a value. For example, the following format displays numbers less than or equal to 100 in a red font and numbers greater than 100 in a blue font.

[Red][<=100];[Blue][>100]

To apply conditional formats to cells—for example, color shading that depends on the value of a cell—use the **Conditional Formatting** command on the **Format** menu.

**Dates and Times**

**Days, months, and years.** To display days, months, and years, include the following format codes in a section.

To display	Use this code
Months as 1–12	m
Months as 01–12	mm
Months as Jan–Dec	mmm
Months as January–December	mmmm
Months as the first letter of the month	mmmmm
Days as 1–31	d
Days as 01–31	dd
Days as Sun–Sat	ddd
Days as Sunday–Saturday	dddd
Years as 00–99	yy
Years as 1900–9999	yyyy

**Hours, minutes, and seconds.** To display hours, minutes, and seconds, include the following format codes in a section.

To display	Use this code
Hours as 0–23	h
Hours as 00–23	hh
Minutes as 0–59	m
Minutes as 00–59	mm
Seconds as 0–59	s
Seconds as 00–59	ss
Hours as 4 AM	h am/pm
Time as 4:36 PM	h:mm am/pm
Time as 4:36:03 P	h:mm:ss a/p
Elapsed time in hours; for example, 25:02	[h]:mm
Elapsed time in minutes; for example, 63:46	[mm]:ss
Elapsed time in seconds	[ss]
Fractions of a second	h:mm:ss.00

**AM and PM.** If the format contains an AM or PM, the hour is based on the 12-hour clock, where “AM” or “A” indicates times from midnight until noon and “PM” or “P” indicates times from noon until midnight. Otherwise, the hour is based on the 24-hour clock.

### Currency, Percentages, and Scientific Notation

**Percentage.** To display numbers as a percentage of 100, include the percent sign (%) in the number format. For example, a.08 appears as 8%; 2.8 appears as 280%.

**Scientific notation.** To display numbers in scientific format, use “E-,” “E+,” “e-,” or “e+” exponent codes in a section. If a format contains a 0 (zero) or # (number sign) to the right of an exponent code, Excel displays the number in scientific format and inserts an “E” or “e”. The number of 0’s or #’s to the right of a code determines the number of digits in the exponent. E- or e- places a minus sign by negative exponents. E+ or e+ places a minus sign by negative exponents and a plus sign by positive exponents.

### Text and Spacing

**Adding characters.** To display both text and numbers in a cell, enclose the text characters in double quotation marks ( " ") or precede a single character with a backslash (\). Include the characters in the appropriate section of the format codes. For example, type the format \$0.00" Surplus";-\$-0.00" Shortage" to display a negative amount as "\$-125.74 Shortage." A space character and the following characters are displayed without the use of quotation marks: \$ - + / ( ) : ! ^ & ` (left single quotation mark) ` (right single quotation mark) ~ { } = < >

**Including a section for text.** If included, a text section is always the last section in the number format. Include an ‘at’ sign (@) in the section where you want to display any text

entered in the cell. If the @ character is omitted from the text section, text you enter will not be displayed. If you want to always display specific text characters with the entered text, enclose the additional text in double quotation marks ( " ") — for example, **“gross receipts for “@** If the format does not include a text section, text you enter is not affected by the format.

**Adding space.** To create a space the width of a character in a number format, include an underscore ( \_ ) followed by the character. For example, when you follow an underscore with a closing parenthesis ( \_ ), positive numbers line up correctly with negative numbers that are enclosed in parentheses.

**Repeating characters.** To repeat the next character in the format to fill the column width, include an asterisk ( \* ) in the number format. For example, type **0\*-** to include enough dashes after a number to fill the cell.