

Unit 3: Working With Workbooks

General: the default format; it displays numbers as integers, as decimals, or in scientific notation if the values are too wide to fit in the cell.

Number: enables you to specify the number of decimal places, whether to use a comma to separate thousands, and how to display negative numbers.

Currency: enables you to specify the number of decimal places, choose a currency symbol, and how to display negative numbers. This format always uses to separate thousands.

Accounting: differs from the currency format in that the currency symbols always align vertically.

Date & Time: enables you to choose from several different date & time formats.

Percentage: enables you to choose the number of decimal places and always displays a percent sign for clarification in excel data value

Fraction: enables you to choose from among the nine fractions.

Scientific: displays numbers in exponential notation.

Text: when applied to a value, causes Excel start to treat the value as text (even if it looks like number) this feature is useful for such items as part numbers and credit card numbers.

Special: contains additional number formats. In the U.S. version of Excel, the additional number formats are Zip code, Phone Number and Social Security Number.

Custom: enables you to define custom number formats that aren't included in any other category.

Text: in a cell can include any combination of letters, numbers and keyboard symbols, a cell can contain up to 32,000/- characters. In column width prevents a text string from fitting visually in a cell, the display extends over neighboring cells. However, if the neighboring cells are occupied, the display is truncated.

Numerals: contain all the decimal digits, such as 0 to 9 on which you can do addition, subtraction, multiplication, another mathematical or statically operations. Numeric calculation is the most common thing that is done with Excel. Therefore, it is important to understand how excel understands numerals. Date and time are numbers, but with special formatting. If you try to enter 1-9 as a text string. When a formatted number dost not fit in a cell, number signs like hash ##### are displayed.

Error: an error value is a distinct type of data. For example, if a formula attempts to divide a number by zero, the result ls the **#DIV/0!** Error value.