Excel Cell Number Formatting Cheat Sheet

by nqramjets via cheatography.com/20223/cs/6076/

Number Format Codes

Number format codes are strings of symbols which define how Excel displays that data in your cells

Each number format code is made up of up to 4 blocks, separated by a semicolon (;)

Example	Sect 1; Sect 2; Sect 3; Sect 4

These sections correspond to different types of data as shown below

§ 1	§ 2	§ 3	§ 4
Positive values	Negative values	Zero	Text

The behavior for each section depends on how many sections are defined

Cell Section Format Behavior

Legend:	Section 1	Section 2	Section 3	Section 4

Sections	Number Behavior			
4	Positive	Negative	Zero	Text
3	Positive	Negative	Zero	Text
2	Positive	Negative	Zero	Text
1	Positive	Negative	Zero	Text

Changing font color

You can change the color of the section by using a simple format code

[Color Name]

To use you simply set the color in the section you wish to color

Example [Red]General;[Blue]General

Complete list of color codes

Black	Green	White	Blue
Magenta	Yellow	Cyan	Red

The **General** message just tell Excel to represent the number as entered by the user. Be careful when using this for negative numbers, as you only get the value!

Adding Text

You can add text around numbers is a section in two ways

Single Characters

For single characters simply type a backslash before the character

Eg. \@General

1234.567	@1234.567
-1234.567	-@1234.567
0	@0
Text	Text

Note: Text is not affected in this example

Text Strings

To add an entire string to a number surround the string in quotes (" ")

Eg. General" units"

1234.567	1234.567 units
-1234.567	-1234.567 units
0	0 units
Text	Text

Note: Again, text is not affected by this format code (since that section is not explicitly listed)

Eg. General" unit A";General" unit B";General" unit C";General" unit D"

1234.567	1234.567 unit A
-1234.567	1234.567 unit B
0	0 unit C
Text	Text unit D

Note that there is no representation of the the fact that the negative value is negative. Our definition of the negative section did not include one.

Special Characters

The following characters can be added to a format section without being escaped

$	+-	<=>
()	{}	^
'	:	/
~	&	!

(space)

Decimals places, Digits, and Commas

Symbol	Description	Summary
0	Zero	Forced Digit
?	Question Mark	Aligned Digit
#	Pound Sign	Un-Forced Digit
.	Period	Decimal Point
,	Comma	Thousands Separator
*	Asterisk	Repeating Character
_	Underscore	Space Modifier

Examples	Data	Result
Zero (0)		
	Format	*0.00*
	0	0.00
	0.123	0.12
	1234	1234.00
Question Mark (?)		
	Format	*0.??*
	0	0.
	0.123	0.12
	1234	1234.
Pound Sign (#)		
	Format	*#.##*
	0	.
	0.123	0.12
	1234	1234.

Period (.) The period in a number format code speifies the location of the decimal point

Comma (,)

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Decimals places, Digits, and Commas (cont)

Format	*$??,???.00*
1234.567	$ 1,234.57
-1234.567	-$ 1,234.57
0	$ .00
1234	$ 1,234.00

Asterisk (*)

Format	**=0.##*
1234.567	===1234.57
-1234.567	-==1234.57
0	========0.

Underscore (_)

Format	*_(#.##_);(#.##)*
1234.567	1234.5 7
-1234.567	(1234.57)
0.123	.12

Source

The content and examples for this cheat sheet are taken from this website: http://www.exceltactics.com/definitive-guide-custom-number-formats-excel/

I have condensed the information in order to fit it on a cheat sheet.

Fractions, Percentages, and Scientific Notation

Symbol	Description	Notation
/	Forward Slash	Fraction
%	Percent Sign	Percentage
E	Exponential	Scientific

Fractions

Fraction notation rounds values to the nearest possible fraction. Remember that fractions can be either proper, or improper.

Examples	Data	Result

Reduced Fractions

Fractions, Percentages, and Scientific Notation (cont)

Format	*# ???/???*
0.23	23/100
0.25	1/4
1	1
1.25	1 1/4

Format	*# ??/??*
0.23	3/13

Fixed Base Fractions

It's possible to force Excel to use a specific denominator by specifying it in the format code

Format	*# ##/15*
0.23	3/15
0.25	4/15
1.25	1 4/15

Percentages (%)

Format	*#%*
0.235	24%
0.25	24%
1	100%
1.25	125%
0	%

You can also specify fractional percentages

Format	*# #/#%*
0.235	23 1/2%
0.25	25%

You can specify the number of digits with decimal places

Format	*#.0%*
0.235	23.5%
0.25	25.0%
1	100.0%
1.25	125.0%
0	.0%

Scientific Notation

Fractions, Percentages, and Scientific Notation (cont)

Excel uses E+ notation for exponential values. The format code in front of the E+ describes the relevant digits, and another format code on the other side of the E+ describes the handling of the exponent.

Format	*#E+#*
0.0000 000 00123	1E-10
456000 000000	5E+11
1	1E+0
1.25	1E+0
0	0E+0

Format	*0.00E+00*
0.0000 000 00123	1.23E+10
456000 000000	4.56E+11
1	1.00E+00
1.25	1.25E+00
0	0.00E+00

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