

Project 3-1: Formatting Numeric Data

In this exercise you will apply a variety of number formats to the same data.

1. Create a new blank workbook.
2. Fill the range A1:A7 with the following text labels, one per cell: **General, Date, Currency, Percentage, Scientific, Accounting, Time.**
3. Type the number **4509.334** in cell B1.
4. Drag the AutoFill handle down to fill cells B2:B7 with the same number.
5. Select cell B2.
6. From the drop-down menu in the Home > Number group, select **Short Date.**

7. Repeat steps 6-7 to format cell B3 with the Currency format, B4 as a Percentage, B5 with Scientific notation, B6 with Accounting, and B7 with the Time format.
8. AutoFit column A's width to its contents.
9. Press **Ctrl+W**. Save your file as **project_3-1_numberformats**.