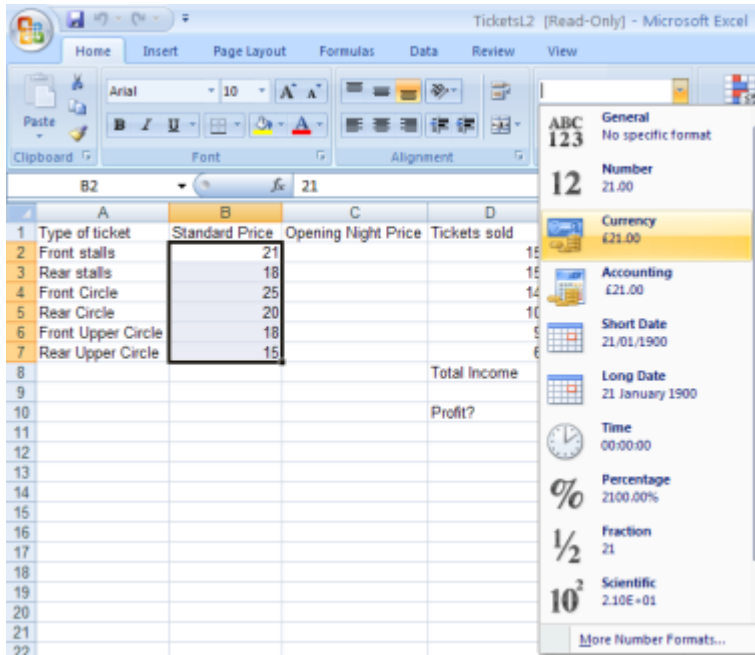
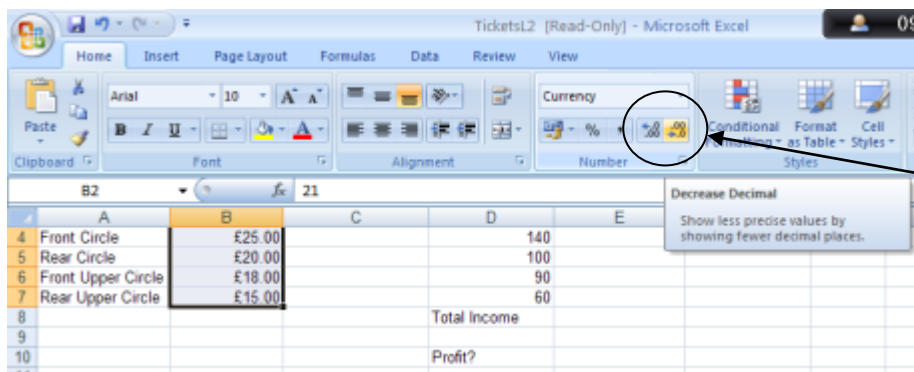


## Cell Formats and Decimals



To change the format of the cells to currency or any other format types, highlight the selected cells and click onto the number format tab and chose the correct format.



If you get asked to put the numbers to a certain decimal place use the decimal point increase or decrease button on the home tab.