

How can I format text in Google Sheets?

Authored by
stats writer

July 1, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I format text in Google Sheets?*. PSYCHOLOGICAL SCALES.
Retrieved from <https://scales.arabpsychology.com/?p=163847>

To format text in Google Sheets, you can use various tools and features such as font styles, cell formatting, and text alignment. These options can be found in the toolbar at the top of the spreadsheet, or by right-clicking on a cell and selecting "Format cells." Additionally, you can use formulas and conditional formatting to dynamically change the formatting of text based on specific criteria. By utilizing these tools, you can effectively customize the appearance of your text in Google Sheets to make it more visually appealing and organized.

TEXT

Converts a number into text according to a specified format.

Examples

Make a copy

Sample Usage

```
TEXT(1.23, "$0.00")
```

```
TEXT(A2, "#.###")
```

```
TEXT(24, "#.0?")
```

```
TEXT(DATE(1969,7,20), "yyyy-MM")
```

Syntax

```
TEXT(number, format)
```

`number` - The number, date, or time to format.

`format` - The pattern by which to format the number, enclosed in quotation marks.

`0` forces display of zeros if a number has fewer digits than the format specifies. For example, `TEXT(12.3, "000.00")` produces `012.30`. Numbers which have more digits to the right of the decimal point than the pattern are rounded to the indicated number of places. For example, `TEXT(12.305, "00.00")` results in `12.31`.

`#` is similar to `0` but does not force the display of zeros on either side of the decimal point. For example, `TEXT(12.3, "###.##")` produces `12.3`.

Notes

The `format` argument to `TEXT` cannot contain an asterisk (*).

`TEXT` does not support the `?` pattern in Google Sheets.

`TEXT` does not support fractional format patterns.

`TEXT` supports the following date and time patterns:

`d` for the day of the month as one or two digits.

`dd` for the day of the month as two digits.

`ddd` for the short name of the day of the week.

`dddd` for the full name of the day of the week.

`m` for the month of the year as one or two digits or the number of minutes in a time. Month will be used unless this code is provided with hours or seconds as part of a time.

`mm` for the month of the year as two digits or the number of minutes in a time. Month will be used unless this code is provided with hours or seconds as part of a time.

`mmm` for the short name of the month of the year.

`mmmm` for the full name of the month of the year.

`mmmmm` for the first letter in the month of the year.

`yy` for the year as two digits.

`yyyy` for the year as four digits.

`HH` for the hour on a 24-hour clock.

`hh` for the hour on a 12-hour clock.

`ss` for the seconds in a time.

`ss.000` for milliseconds in a time.

`AM/PM` for displaying hours based on a 12-hour clock and showing AM or PM depending on the time of day.

Note that the date/time patterns and # or 0 cannot be mixed.

See Also

T: Returns string arguments as text.

FIXED: Formats a number with a fixed number of decimal places.

DOLLAR: Formats a number into the locale-specific currency format.

ARABPSYCHOLOGY.COM