

# How do I format numbers in Google Sheets?

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## RECOMMENDED CITATION

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Google Sheets is a powerful tool for organizing and analyzing data, and it allows users to format numbers in a variety of ways to suit their needs. To format numbers in Google Sheets, simply select the cells or range of cells containing the numbers you want to format, then go to the "Format" menu and choose "Number." From there, you can select various options such as decimal places, currency symbols, and date and time formats. You can also use custom formats to create your own unique formatting style. Overall, Google Sheets offers a flexible and user-friendly way to format numbers for a professional and organized presentation of data.

## Google Sheets Format Numbers

### Number Formats

The default Number format is **Automatic**.

Why change number formats?

Make data explainable Prepare data for functions, so that Google Sheets understands what kind of data you are working with.

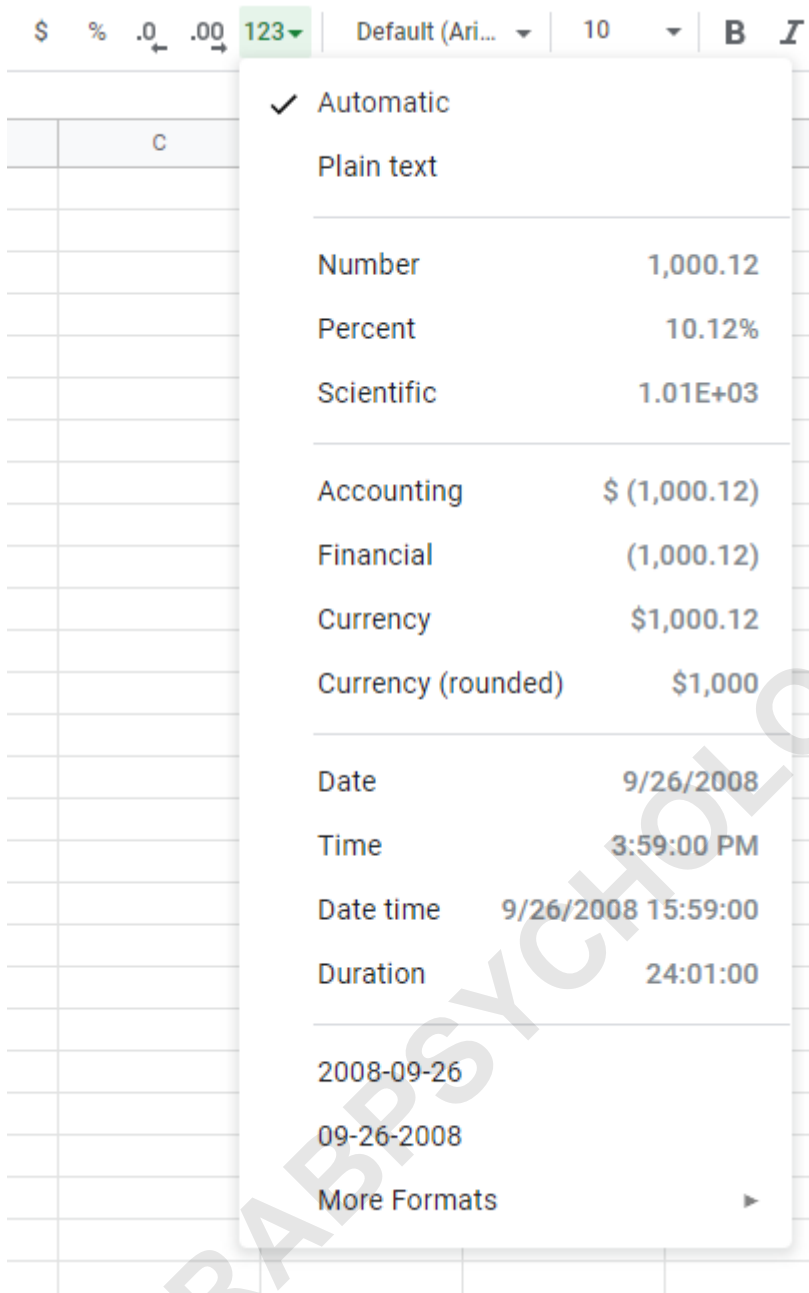
Examples of number formats:

Automatic Number Currency Time

123 ▾

Number formats can be changed by clicking the Number format dropdown ( ), accessed in the Ribbon, found in the Numbers group.





### Example

In the example we have cells that represent prices, which can be formatted as Currency.

Copy the values to follow along.

	A	B	C	D	E	F	G
1	Item	Item price	Price	Shop cart			
2	Pokeball	200	200	1			
3	Great ball	600	600	1			
4	Ultra ball	1200	1200	1			
5	Potion	300	600	2			
6	Super potion	700	1400	2			
7	Hyper potion	1200	3600	3			
8	Antidote	100	300	3			
9							
10	Subtotal	7900					
11	Discount	790			Discount	10	
12							
13	Total	7110					
14							
15							

Let's try to change the format of the prices to the Currency Number format.

Step by step:

Select the range B2:C8

B2:C8 | fx | 100

	A	B	C	D	E	F	G
1	Item	Item price	Price	Shop cart			
2	Pokeball	200	200	1			
3	Great ball	600	600	1			
4	Ultra ball	1200	1200	1			
5	Potion	300	600	2			
6	Super potion	700	1400	2			
7	Hyper potion	1200	3600	3			
8	Antidote	100	300	3			
9							
10	Subtotal	7900					
11	Discount	790			Discount	10	
12							
13	Total	7110					
14							
15							

123 ▾

Click the Number format dropdown menu ( )

The screenshot shows a Google Sheets interface with a table of Pokemon items and their prices. A dropdown menu is open over the table, showing various number formats. The table data is as follows:

	A	B	C
1	Item	Item price	Price
2	Pokeball	200	20
3	Great ball	600	60
4	Ultra ball	1200	120
5	Potion	300	60
6	Super potion	700	140
7	Hyper potion	1200	360
8	Antidote	100	30
9			
10	Subtotal	7900	
11	Discount	790	
12			
13	Total	7110	
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			

The format dropdown menu is open, showing the following options:

- Automatic (checked)
- Plain text
- Number: 1,000.12
- Percent: 10.12%
- Scientific: 1.01E+03
- Accounting: \$ (1,000.12)
- Financial: (1,000.12)
- Currency: \$1,000.12
- Currency (rounded): \$1,000
- Date: 9/26/2008
- Time: 3:59:00 PM
- Date time: 9/26/2008 15:59:00
- Duration: 24:01:00
- 2008-09-26
- 09-26-2008
- More Formats

Click the **Currency** format

B2:C8    fx    100

	A	B	C	D	E	F	G
1	Item	Item price	Price	Shop cart			
2	Pokeball	\$200.00	\$200.00	1			
3	Great ball	\$600.00	\$600.00	1			
4	Ultra ball	\$1,200.00	\$1,200.00	1			
5	Potion	\$300.00	\$600.00	2			
6	Super potion	\$700.00	\$1,400.00	2			
7	Hyper potion	\$1,200.00	\$3,600.00	3			
8	Antidote	\$100.00	\$300.00	3			
9							
10	Subtotal	7900					
11	Discount	790			Discount	10	
12							
13	Total	7110					
14							
15							

**That's it!** The Number format was changed from **Automatic** to **Currency**.

**Note:** Google Sheets uses the local currency defined in the location setting.

Now, do the same for cells B10, B11 and B13:

A1    fx    Item

	A	B	C	D	E	F	G
1	Item	Item price	Price	Shop cart			
2	Pokeball	\$200.00	\$200.00	1			
3	Great ball	\$600.00	\$600.00	1			
4	Ultra ball	\$1,200.00	\$1,200.00	1			
5	Potion	\$300.00	\$600.00	2			
6	Super potion	\$700.00	\$1,400.00	2			
7	Hyper potion	\$1,200.00	\$3,600.00	3			
8	Antidote	\$100.00	\$300.00	3			
9							
10	Subtotal	\$7,900.00					
11	Discount	\$790.00			Discount	10	
12							
13	Total	\$7,110.00					
14							
15							

Did you make it?

**Note:** The currency can be changed. For example instead of using \$ like in the example you can decide for **NOK** or **EUR**. It is changed in the dropdown menu, clicking the **More Formats** in the

bottom of the menu. Then, clicking on **More Currencies**.



Notice that the numbers look like a mess. Let's solve that by decreasing the decimals. This helps to make the presentation more neat.

## Decimals

The number of decimals can be increased and decreased.

There are two commands:



Increase Decimal (  ) Decrease Decimal (  )

Clicking them reduces or increases the number of decimals.

The commands can be found next to the Number format dropdown menu.



**Note:** Decreasing Decimals can make Google Sheets round up or down numbers as more decimals get removed. This may be confusing if you are working on advanced calculations which require accurate numbers.

Let's clean this up, step by step:



Select the range B2:C8 Click the **Decrease Decimal** button two times (  )

B2:C8    fx    300

	A	B	C	D	E	F	G
1	Item	Item price	Price	Shop cart			
2	Pokeball	\$200	\$200	1			
3	Great ball	\$600	\$600	1			
4	Ultra ball	\$1,200	\$1,200	1			
5	Potion	\$300	\$600	2			
6	Super potion	\$700	\$1,400	2			
7	Hyper potion	\$1,200	\$3,600	3			
8	Antidote	\$100	\$300	3			
9							
10	Subtotal	\$7,900.00					
11	Discount	\$790.00			Discount	10	
12							
13	Total	\$7,110.00					
14							
15							

**Great!**

Do the same for cells B10, B11 and B13:

B10:B13    fx    7110

	A	B	C	D	E	F	G
1	Item	Item price	Price	Shop cart			
2	Pokeball	\$200	\$200	1			
3	Great ball	\$600	\$600	1			
4	Ultra ball	\$1,200	\$1,200	1			
5	Potion	\$300	\$600	2			
6	Super potion	\$700	\$1,400	2			
7	Hyper potion	\$1,200	\$3,600	3			
8	Antidote	\$100	\$300	3			
9							
10	Subtotal	\$7,900					
11	Discount	\$790			Discount	10	
12							
13	Total	\$7,110					
14							
15							

**That looks a lot better!**

**Pro tip:** The rectangle in the top left corner by **row 1** and **column A** can be clicked to select all cells in the sheet. This can be useful if you want to change the Number format or change Decimals for all cells.

1:1000    fx    Item

	A	B	C	D	E	F	G
1	Item	Item price	Price	Shop cart			
2	Pokeball	\$200	\$200	1			
3	Great ball	\$600	\$600	1			
4	Ultra ball	\$1,200	\$1,200	1			
5	Potion	\$300	\$600	2			
6	Super potion	\$700	\$1,400	2			
7	Hyper potion	\$1,200	\$3,600	3			
8	Antidote	\$100	\$300	3			
9							
10	Subtotal	\$7,900					
11	Discount	\$790			Discount	10	
12							
13	Total	\$7,110					
14							
15							

## Chapter summary

Number formats can be changed to make the spreadsheet more understandable or to prepare cells for functions. You can increase and decrease decimals to make the presentation neat.

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