Format Cells

| Number | Alignment | Font | Border | Fill | Protection |

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage

Sample
3339

Decimal places: 0
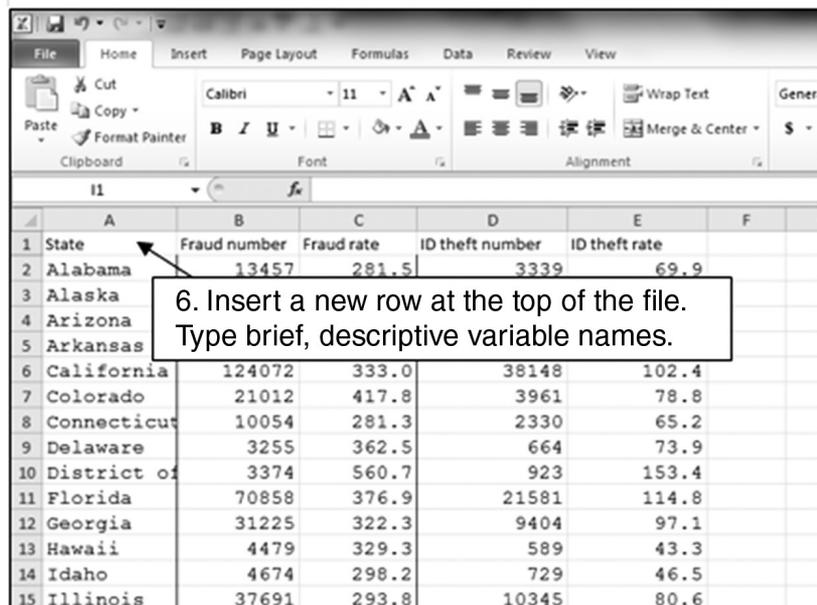
☐ Use 1000 Separator (,)

> 5. In the Format Cells window, select the Number tab. Make sure the Use 1000 Separator box is unchecked. In the Decimal places box, type a number that is appropriate for the data values. In the current example, the values do not have decimal places.

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK   Cancel

| File | Home | Insert | Page Layout | Formulas | Data | Review | View |

Calibri · 11 · A A | Wrap Text | General
B I U · · A · | Merge & Center · | S ·

	A	B	C	D	E	F
1	State	Fraud number	Fraud rate	ID theft number	ID theft rate	
2	Alabama	13457	281.5	3339	69.9	
3	Alaska					
4	Arizona					
5	Arkansas					
6	California	124072	333.0	38148	102.4	
7	Colorado	21012	417.8	3961	78.8	
8	Connecticut	10054	281.3	2330	65.2	
9	Delaware	3255	362.5	664	73.9	
10	District of	3374	560.7	923	153.4	
11	Florida	70858	376.9	21581	114.8	
12	Georgia	31225	322.3	9404	97.1	
13	Hawaii	4479	329.3	589	43.3	
14	Idaho	4674	298.2	729	46.5	
15	Illinois	37691	293.8	10345	80.6	

> 6. Insert a new row at the top of the file. Type brief, descriptive variable names.

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1. Select the desired data columns and rows. Make sure that the data selection is rectangular—that each row contains the same number of columns.

2. Open a blank Excel worksheet. Paste the selected data into the new file. To delete blank rows, select the row, right-click, and click on Delete.

3. To remove commas from data values, select the columns. To select multiple nonadjacent columns, press and hold <Ctrl>.

4. Click Format→Format Cells.

5. In the Format Cells window, click on the Number tab. Make sure that the Use 1000 Separator box is unchecked. (Excel may already have unchecked the box.) In Decimal places, type an appropriate value. In the example, the numbers we are re-formatting do not have decimal places, so a value of 0 is appropriate.

6. Insert a new row at the top of the data file. To accomplish this, select the current top row (the data line for Alabama), right-click, and click on Insert. Type descriptive variable names at the top of each column.