

Figure 11-2 Removing Commas from Data Values Using Excel

1. Select the columns.
To select multiple nonadjacent columns, press and hold <Ctrl>.

2. Click Format → Format Cells.

3. In the Format Cells window, select the Number tab.

4. Uncheck the Use 1000 Separator box. In Decimal places, 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