Custom Data Formats

Customize numbers—

|  |  |  |  |
| --- | --- | --- | --- |
| **Positive** | **Negative** | **Zero** | **Text** |
| General; | General; | General; | General |
| 100 | -34 | 0 | Test |

Hide number—

Default format of number is General; General; General; General

Select data—Home—OR Cntrl+1(number)—Format-- number—Custom—3 ;-- numbers get hidden

Hide or replace zeros—

Select range—Home—OR Cntrl+1(number)—Format

1. Hide zero- **General; General;; General**
2. Replace zero with other value—
   1. **General; General;”NA”; General**

Conditional custom formatting—Show text based on Cell value—

Select column with nos. let’s say marks-- Cntrl+1

[>35]”Pass”;”Fail”

\*\*\* ONLY WORKS WITH 2 CONDITIONS

Showing Dates in different format e.g. Month name OR Date Name

Select all dates in a date column, Cntrl+1

e.g.—

m – 4 ( 4th month)

mm- 04

mmm-Apr

mmmm- April

mmm-yyy—Apr-2018

d-18 dd-01 ddd-Wed dddd-Wednesday

Show negative numbers in Red Color

General;[Red]-; General; General;General;

Show numbers in Millions OR Billions

Select range of cells—Cntrl+1—

0,--- shades last 3 digits & rounding is done

0,,- last 6 digits are shaded

0,, “M”—Millions

0,,, “Billion” / 0.00,,, “Billion”

Automatically add checkmark or bullet before text

Insert checkmark from symbols—copy it

Select column range of values

Cntl\_+1

Custom—paste checkmark

✓ @ (Checkmark space @) --@ suggest text which is going to be prefixed by ‘ ✓ ’

OR

“Completed” @