

STEPS OVERVIEW:

1. Highlight the numbers you want to format as currency.
2. Click on the **"Home"** tab.
3. In the **"Number"** area click on the arrow next to **"Accountancy Number Format"**.
4. Pick a currency.
5. The numbers will be converted to that currency.

1
Highlight relevant numbers

2
Click "Home" tab

3
Click small arrow

4
Choose a currency

5
Numbers will be converted to that currency

Order	Number ordered	Cost Each
1	10	3
2	2	2
3	3	4
4		
5		

Order	Number ordered	Cost Each
1	10	£ 3.00
2	2	£ 2.00
3	3	£ 3.00
4		
5		