

STEPS OVERVIEW:

1. Highlight the numbers you want to format as percentages.
2. Click on the **"Home"** tab.
3. In the **"Number"** area click on **"Percent Style"**.
4. The numbers will convert to percentages.

1

Highlight relevant numbers

1	A	B	C	D
Order	Number ordered	Number completed	Percentage finished	
2	1	10	0.3	
3	2	2	1	
4	3	4	0.75	
5				

2

Click "Home" tab

3

Click "Percent Style" in "Number" area

4

Number will be converted to percentages

1	A	B	C	D
Order	Number ordered	Number completed	Percentage finished	
2	1	10	30%	
3	2	2	100%	
4	3	4	75%	
5				