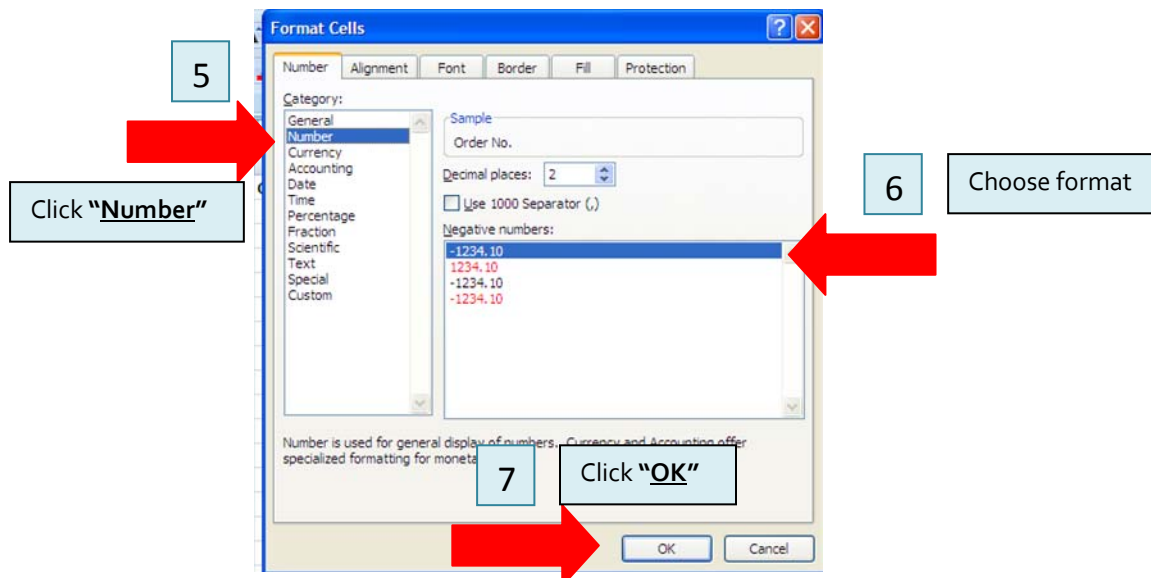
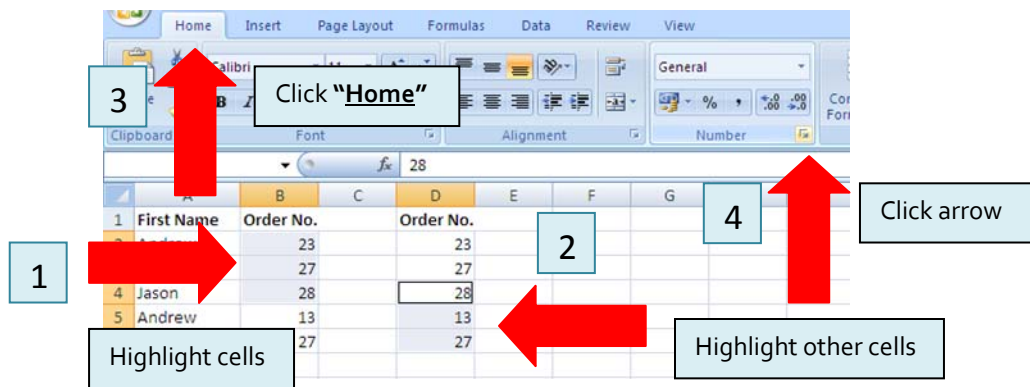


STEPS OVERVIEW:

1. Highlight the first set of cells.
2. Hold down **Ctrl** and highlight all of the other sets of cells.
3. Click the **"Home"** tab.
4. Click the small arrow next to **"Number"**.
5. Click **"Number"**.
6. Click the format you want the numbers to appear in.
7. Click **"OK"**.
8. The format of the data will change.



8

	A	B	C	D	E
1	First Name	Order No.		Order No.	
		23.00		23	
		27.00		27	
4	Jason	28.00		28.00	
5	Andrew	13.00		13.00	
		27.00		27.00	

Cell will be formatted