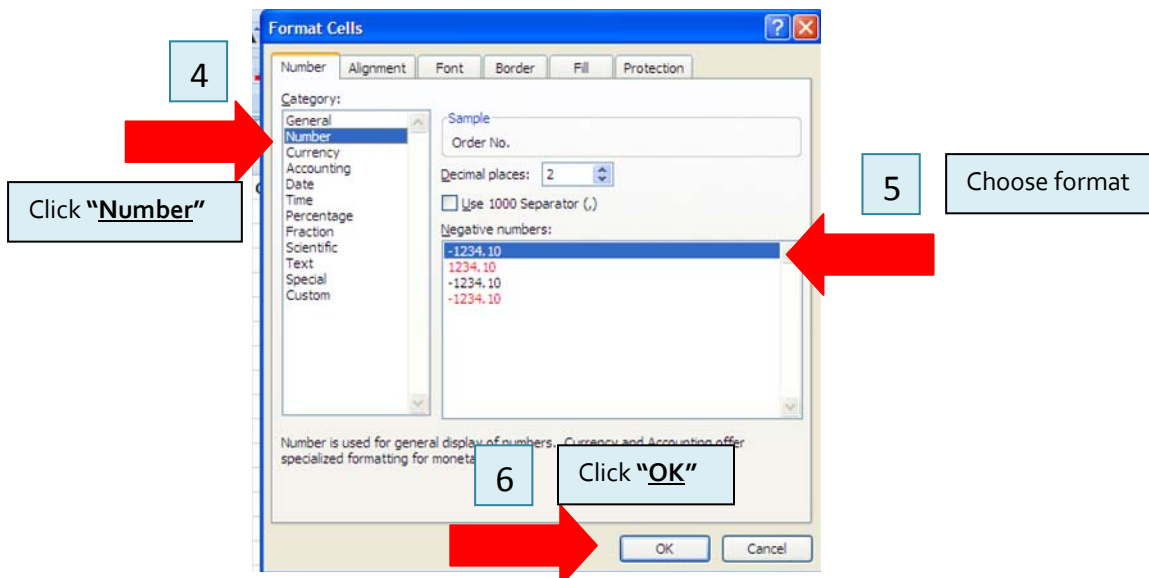
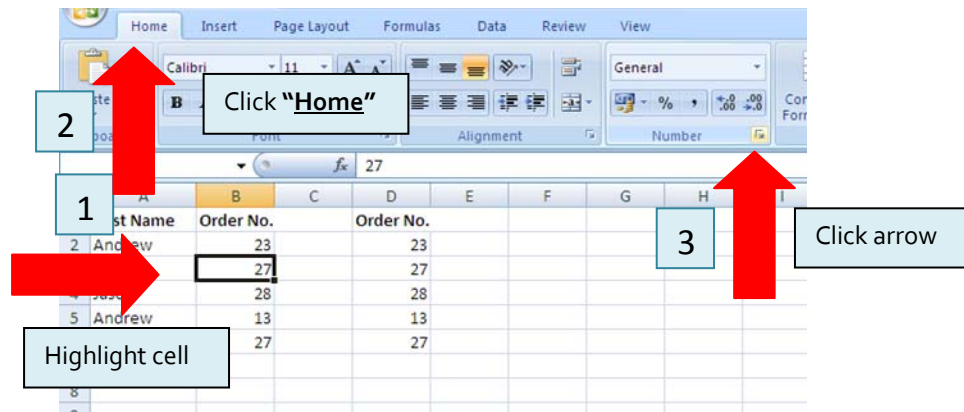


STEPS OVERVIEW:

1. Highlight the cell or adjacent cells in which you want to change the number format.
2. Click the **"Home"** tab.
3. Click the small arrow next to **"Number"**.
4. Click **"Number"**.
5. Click the format you want the numbers to appear in.
6. Click **"OK"**.
7. The format of the data will change.



## Excel 2007: Format Numbers in One Cell or Adjacent Cells

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	A	B	C	D	E
1	First Name	Order No.		Order No.	
2	Andrew	23		23	
3	Andrew	27.00		27	
4	Jaso	28		28	
5	Andrew	13		13	
6	Andrew	27		27	
7					
8					

Cell will be formatted