

Dates and Currency in Excel

To Format Currency

Select the cells. On the main menu, click on **Format**. On the drop-down menu, click on **Cells**. On the Format Cells dialog box that appears, click on the **Numbers tab**. From the **Category list** click **Currency**. Be sure to leave the **Decimal places box** set at 2. Click **OK** to set changes and to close the box.

To Enter Dates

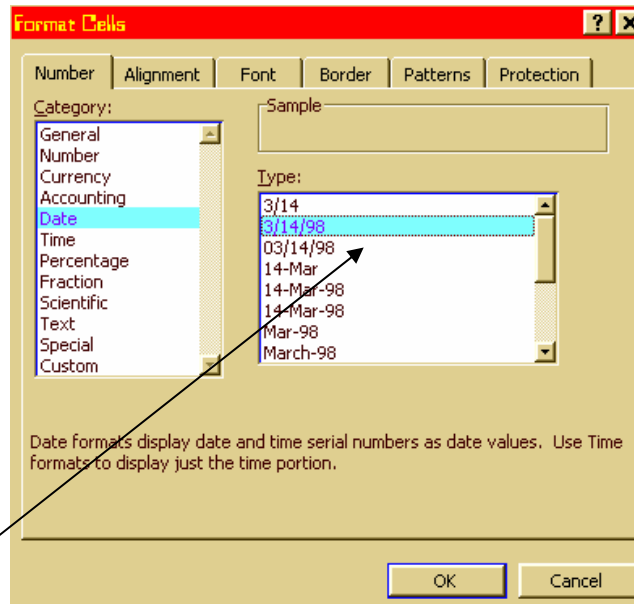
Excel interprets 00 to 29 as 2000 to 2029.

The years 30 to 99 are interpreted as 1930 to 1999.

On the Main menu click **Format**.

Then click **Cells**.

Next click on the **Number tab**.



Select the style you want and click **OK**.

Be sure to also to then select **Format, Column, and Autofit Selection** to adjust.