NIELIT Gorakhpur

Data Entry: Formatting Cells

Numbers:

Click in the cell and type in a number using the number keys on either the main keyboard or numeric keypad. By default, numbers are right aligned in a cell.

Minus numbers:

To enter a negative number, type a minus (–) sign in front of the number or enclose the number in parentheses (), for example (1234). The result for both methods of entry will be the same, for example -1234.

Leading zeroes:

To retain a minimum number of integer characters in a cell when entering numbers in order to retain the number format, for example 1234 and 0012, leading zeros have to be added using one of the following methods.
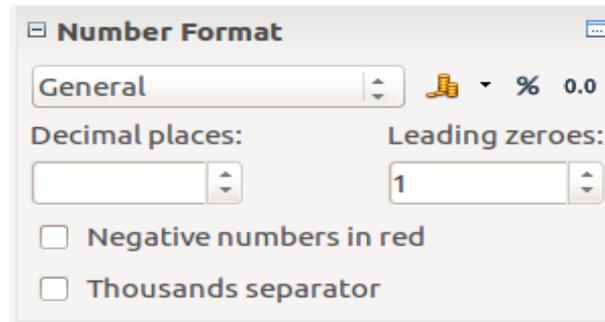
Method 1:

1) With the cell selected, right-click on the cell, select **Format Cells** from the context menu or go to **Format > Cells** on the Menu bar or use the keyboard shortcut *Ctrl+1* to open the **Format Cells** dialog.
2) Make sure the **Numbers** tab is selected then select *Number* in the *Category* list.
3) In **Options > Leading Zeros**, enter the minimum number of characters required. For example, for four characters, enter 4. Any number less than four characters will have leading zeros added, for example 12 becomes 0012.
4) Click **OK**. The number entered retains its number format and any formula used in the spreadsheet will treat the entry as a number in formula functions.
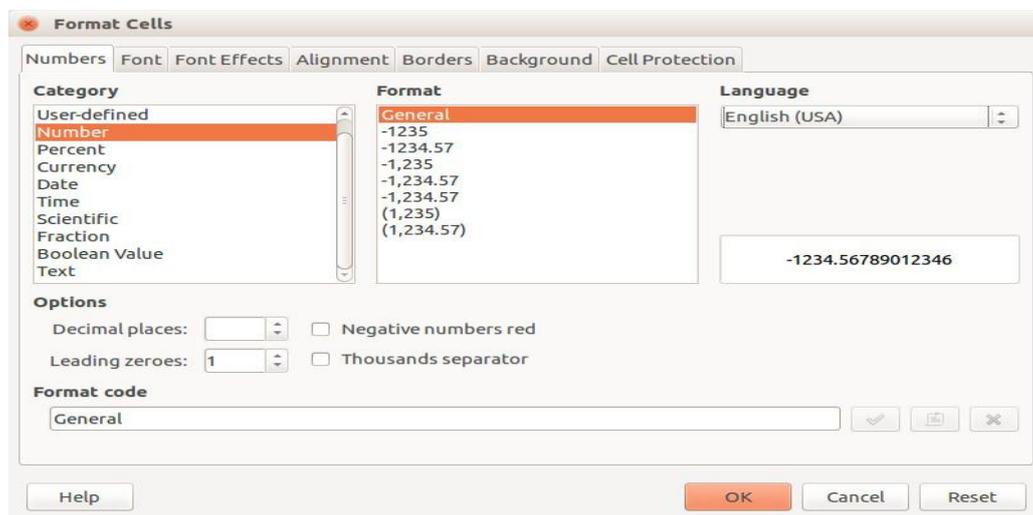
Method 2:

1) Select the cell.
2) Open the Sidebar (**View > Sidebar**) and click the **Open Panel** (**+**) icon on the **Number Format** panel to open it.
3) Select **Number** in the **Category** list box.
4) Set the **Leading zeroes** value box to **4**. Formatting is applied immediately.

If a number is entered with leading zeroes, for example 01481, without first setting the Leading zeros parameter, then by default Calc will automatically drop the leading 0. To preserve leading zeros in a number:

1) Type an apostrophe (') before the number, for example '01481.
2) Move the cell focus to another cell. The apostrophe is automatically removed, the leading zeros are retained and the number is converted to text left aligned.

Numbers as text:

Numbers can also be entered as text using one of the following methods:

Method 1:

1) With the cell selected, right-click on the cell and select **Format Cells** from the context menu or go to **Format > Cells** on the Menu bar or use the keyboard shortcut *Ctrl+1* to open the **Format Cells** dialog.
2) Make sure the **Numbers** page is selected, then select *Text* from the *Category* list.
3) Click **OK** and the number, when entered, is converted to text and, by default, left aligned.

Method 2:

1) Select the cell.
2) Open the Sidebar (**View > Sidebar**) and click the **Open Panel** (**+**) icon on the **Number Format** panel.
3) Select **Text** in the **Category** list box. Formatting is applied to the cell immediately.
4) Click back on the cell. Enter the number and move focus from the cell to have the data formatted.

Text:

Click in the cell and type the text. By default, text is left-aligned in a cell.

Assignments:

A. How can you set fix number of integer characters in a cell? Format a cell for minimum 5 integer characters in a spreadsheet (Calc).

B. How can you enter numbers as text in spreadsheet (Calc)?