♛ **Excel Easy**

#1 Excel tutorial on the net

Excel   **Introduction**   **Basics**   **Functions**   **Data Analysis**   **VBA**   **300 Examples**   **Ask us**

Numbers to Text   G+   Follow   9.7k

By default, numbers are right-aligned and text is left-aligned. This example teaches you how to convert numbers to 'text strings that represent numbers'.

L16		fx							
◢	A	B	C	D	E	F	G	H	I
1	2								
2	4								
3	6								
4	8								
5	10								
6									
7									

1. Select the range A1:A4 and change the number format to Text.

A1		fx	2						
◢	A	B	C	D	E	F	G	H	I
1	2								
2	4								
3	6								
4	8								
5	10								
6									
7									

2. Precede a number by an apostrophe and it will also be treated as text.

A5		fx	'10						
◢	A	B	C	D	E	F	G	H	I
1	2								
2	4								
3	6								
4	8								
5	10	◈							
6									
7									

3a. If you add text to a number and still want to format this number, use the TEXT function. Without using the TEXT function this would be result.

Search Entire Site   Go

Chapter

Format Cells

Learn more, it's easy

Decimal Places

Date and Time Formats

Fractions

Currency vs Accounting

Text to Numbers

Numbers to Text

Custom Number Format

Format Painter

Cell Styles

Themes

Download Excel File

numbers-to-text.xls

Follow Excel Easy

G+   f   🐦   📌

B1	▼	ƒx	="You earned: " & A1				
◢	A	B	C	D	E	F
1	$3,590.56	You earned: 3590.56				
2						
3						

3b. With the TEXT function.

B1	▼	ƒx	="You earned: " & TEXT(A1, "$#,##0.00")				
◢	A	B	C	D	E	F
1	$3,590.56	You earned: $3,590.56				
2						
3						

Note: #,## is used to add comma's to large numbers.

3c. Here's another example. Apply a percentage format.

B1	▼	ƒx	=TEXT(A1, "0%") & " of the students passed the exam"				
◢	A	B	C	D	E	F
1	95.73%	96% of the students passed the exam				
2						
3						

Note: use 0 to display the nearest integer value. Use 0.0 for one decimal place. Use 0.00 for two decimal places, etc.

3d. And another example. Format a date.

B1	▼	ƒx	= "Today is: " & TEXT(A1, "mmmm dd, yyyy")				
◢	A	B	C	D	E	F
1	6/10/2013	Today is: June 10, 2013				
2						
3						

Note: use less/more m's, d's and y's to change the appearance of the date.

Do you like this free website? Please follow us on Google+

G+ Follow   ‹ 9.7k

Learn more about formatting cells, use the side menu >>

Go to Top: Numbers to Text | Go to Next Chapter: Find & Select

---