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Create or delete a custom number format

Excel provides many options for displaying numbers as percentages, currency, dates, and so on. If these built-in formats do not meet your needs, you can customize a built-in number format to create your own. To learn more about how to change number format codes, you may want to review the guidelines for customizing a number format before you get started.

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Review guidelines for customizing a number format

To create a custom number format, you start by selecting one of the built-in number formats as a starting point. You can then change any one of the code sections of that format to create your own custom number format.

A number format can have up to four sections of code, separated by semicolons. These code sections define the format for positive numbers, negative numbers, zero values, and text, in that order.

<POSITIVE>;<NEGATIVE>;<ZERO>;<TEXT>

For example, you can use these code sections to create the following custom format:

[Blue]#,##0.00_);[Red](#,##0.00);0.00;"sales "@

You do not have to include all code sections in your custom number format. If you specify only two code sections for your custom number format, the first section is used for positive numbers and zeros, and the second section is used for negative numbers. If you specify only one code section, it is used for all numbers. If you want to skip a code section and include a code section that follows it, you must include the ending semicolon for the section that you skip.

The following guidelines should be helpful for customizing any of these number format code sections.

Guidelines for including text and adding spacing

- Display both text and numbers** To display both text and numbers in a cell, enclose the text characters in double quotation marks (" ") or precede a single character with a backslash (\). Include the characters in the appropriate section of the format codes. For example, type the format **"\$0.00" Surplus";\$-0.00" Shortage"** to display a positive amount as "\$125.74 Surplus" and a negative amount as "\$-125.74 Shortage." Note that there is one space character before both "Surplus" and "Shortage" in each code section.

The following characters are displayed without the use of quotation marks.

\$	Dollar sign
+	Plus sign
(Left parenthesis
:	Colon
^	Circumflex accent (caret)
'	Anaesthesia

Applies To: Excel 2010, Excel 2007, Excel 2016, Excel Starter, Excel 2013

Was this information helpful? YES NO