Tech Support Team
MWS Tip 002
Microsoft Outlook

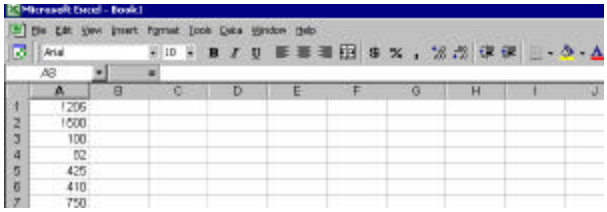
Using the Currency Style feature in Excel

Step 1:

Open Microsoft Excel by **double-clicking** the Excel icon on your desktop, or by going to **Start → Programs → Microsoft Excel.**

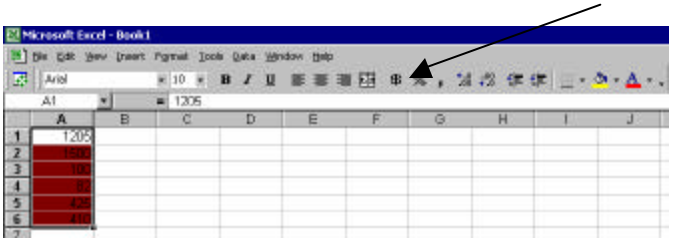
Step 2:

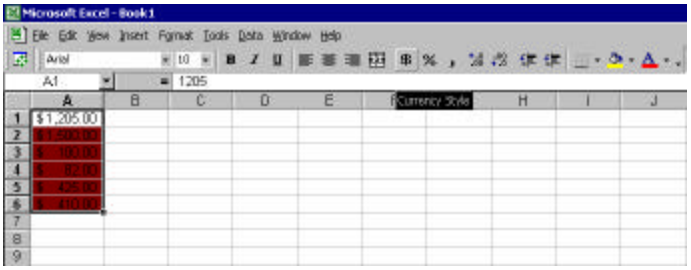
A new blank spreadsheet will open where you can enter in the data that needs to have currency style.



Step 3:

Highlight the cells containing the data and **click** on the **Currency Style** icon. If the data was entered in horizontally, you must select a cell that lies on the same row.



Step 4:

The $ sign and decimal will appear in each field that was highlighted with data in it.