Excel 365 with JAWS
Formatting Cells as Numbers

Often, it will be necessary to display number data with decimal places. For example, exam score averages or temperature averages. Excel 365 provides a method of automatically converting the contents of a cell into Number format with 0 or multiple decimal places.

To format a cell or range of cells as Numbers, **with 0 or multiple decimal places**, follow these suggested steps:

1. Select the cell or range of cells to be formatted.

2. Press **CTRL and 1**. Upon doing this, the Format Cells multi-page dialog box will be displayed.

Note 1: The **Format Cells** dialog box consists of 6 Tabs (pages). These are **Number**, **Alignment**, **Font**, **Border**, **Fill** and **Protection**. To move between pages inside a dialog box, press **CTRL and TAB** to move to the next page or **SHIFT and CTRL and TAB** to move to the previous page. When you move to a page, JAWS will announce the name of the current page.

3. In the **Format Cells** dialog box, focus will usually be in the **Number** page. However, if you had previously used the dialog box to make some changes, focus might be in the page you last used. If necessary, press **CTRL and TAB** until the **Number** page is displayed.

4. Press **TAB** until the **Category** list box is selected. JAWS will say "Category: list box" followed by the current setting for the cell/s. This should be **General**.

5. Press **DOWN ARROW** or **UP ARROW** until you have selected **Number**. Alternatively, you can press **N** to quickly select it in the list.

When you select **Number** from the **Category** list box, the number of decimal places is automatically set to **2**. However, if this is not what you want, you can change it.

6.   Press TAB to move focus to the **Decimal Places** edit spin box. Here you will find the value is set to **2**. Press **UP ARROW** to increase the number of decimal places or press **DOWN ARROW** to decrease the number. Alternatively, you can simply type the desired number.

7.   When you have specified the desired number of decimal places, press **ENTER** to choose the **OK** button and close the **Format Cells** dialog box. Upon doing this, focus will return to your worksheet and the numbers in the selected cells will be displayed with the number of decimal places you specified!

To check the format of the currently selected cell/s, press the JAWS command **INSERT and F**. When you have heard the number format information, press CTRL to stop the speech!

That's it, you have successfully formatted cells to show a specific number of decimal places!