

| <b>Number Code</b>   | <b>Description</b>  |
|----------------------|---|
| General              | General number format.  |
| 0 (zero)             | Digit placeholder. This code pads the value with zeros to fill the format.  |
| #                    | Digit placeholder. This code does not display extra zeros.  |
| ?                    | Digit placeholder. This code leaves a space for insignificant zeros but does not display them.  |
| . (period)           | Decimal number.   |
| %                    | Percentage. Microsoft Excel multiplies by 100 and adds the % character.   |
| , (comma)            | Thousands separator. A comma followed by a placeholder scales the number by a thousand.   |
| E+ E- e+ e-          | Scientific notation.  |
| <b>Text Code</b>     | <b>Description</b>  |
| \$ - + / ( ) : space | These characters are displayed in the number. To display any other character, enclose the character in quotation marks or precede it with a backslash.  |
| \ <i>character</i>   | This code displays the character you specify.<br><br>Note Typing !, ^, &, ', ~, {, }, =, <, or > automatically places a backslash in front of the character.  |
| "text"               | This code displays text.  |
| *                    | This code repeats the next character in the format to fill the column width.<br><br>Note Only one asterisk per section of a format is allowed.  |
| _ (underscore)       | This code skips the width of the next character. This code is commonly used as "_" (without the quotation marks) to leave space for a closing parenthesis in a positive number format when the negative number format includes parentheses. This allows the values to line up at the decimal point. |
| @                    | Text placeholder.   |
| <b>Date Code</b>     | <b>Description</b>  |
| m                    | Month as a number without leading zeros (1-12)  |
| mm                   | Month as a number with leading zeros (01-12)  |
| mmm                  | Month as an abbreviation (Jan - Dec)  |
| mmmm                 | Unabbreviated Month (January - December)  |
| d                    | Day without leading zeros (1-31)  |
| dd                   | Day with leading zeros (01-31)  |
| ddd                  | Week day as an abbreviation (Sun - Sat)   |
| dddd                 | Unabbreviated week day (Sunday - Saturday)  |
| yy                   | Year as a two-digit number (for example, 96)  |
| yyyy                 | Year as a four-digit number (for example, 1996)   |
| <b>Time Code</b>     | <b>Description</b>  |
| h                    | Hours as a number without leading zeros (0-23)  |
| hh                   | Hours as a number with leading zeros (00-23)  |
| m                    | Minutes as a number without leading zeros (0-59)  |
| mm                   | Minutes as a number with leading zeros (00-59)  |

|             |  |
|-------------|--|
| s           | Seconds as a number without leading zeros (0-59) |
| ss          | Seconds as a number with leading zeros (00-59)   |
| AM/PM am/pm | Time based on the twelve-hour clock              |

| Miscellaneous Code  | Description   |
|---|---|
| [BLACK], [BLUE], [CYAN],<br>[GREEN], [MAGENTA],<br>[RED], [WHITE],<br>[YELLOW], [COLOR <i>n</i> ]<br>[ <i>Condition value</i> ] | <p>These codes display the characters in the specified colors.</p> <p>Note <i>n</i> is a value from 1 to 56 and refers to the <i>n</i>th color in the color palette.</p> <p><i>Condition</i> may be &lt;, &gt;, =, &gt;=, &lt;=, &lt;&gt; and <i>value</i> may be any number.</p> <p>Note A number format may contain up to two conditions.</p> |