

## 6.9: Comma Styles

### Learning Objectives

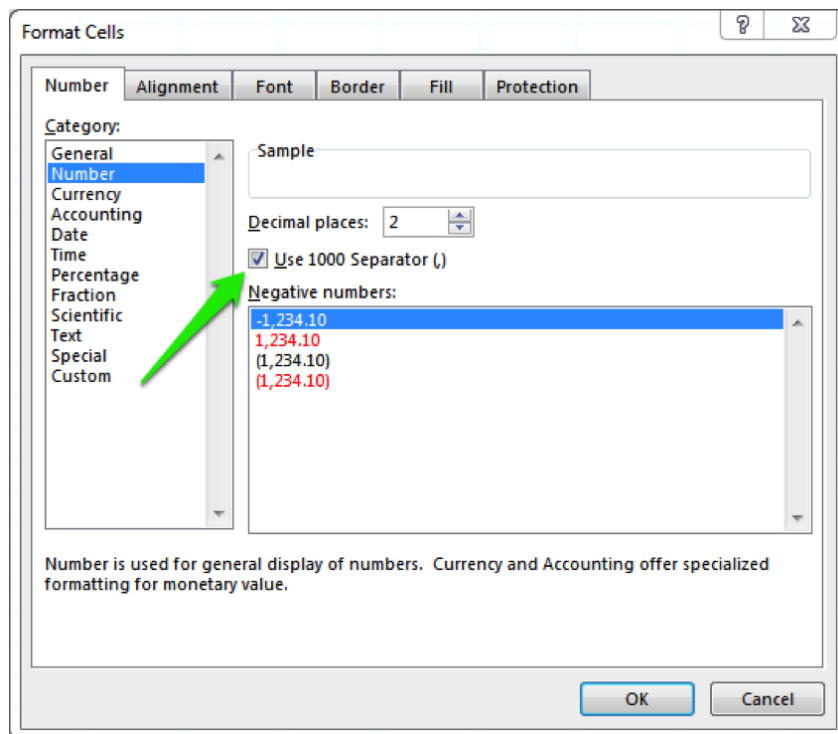
- Change comma style.

At times, you may also wish to use a specific comma style with numbers entered into an Excel worksheet. For example, you may wish “1234” to display as typed or with a comma like “1,234.”

Comma styles are easy to change in Excel using a quick select option in the Number group in the ribbon.

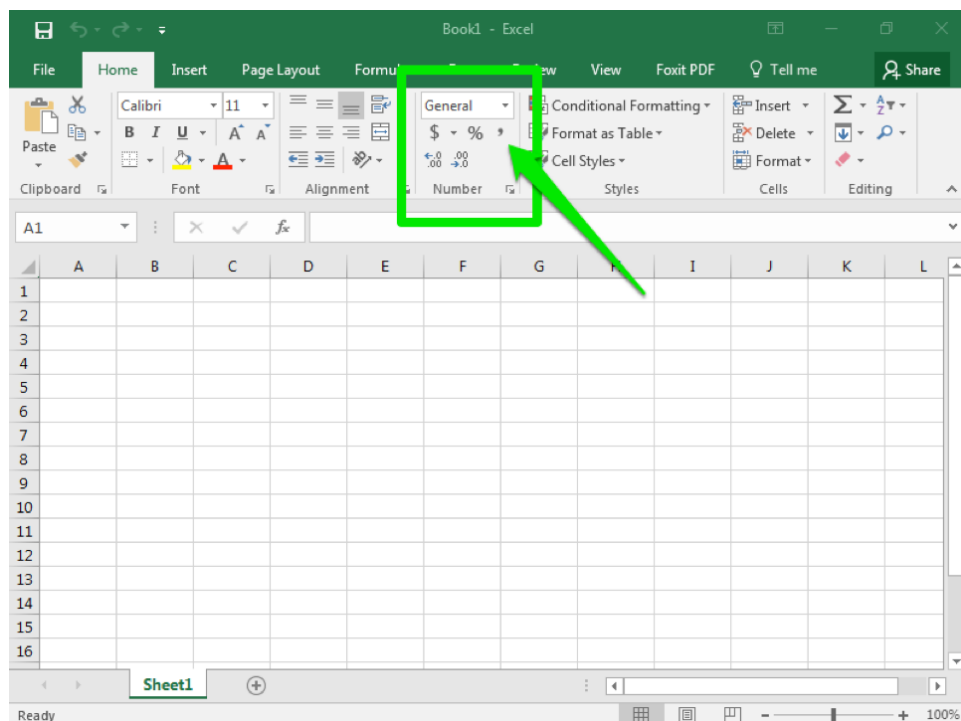
### Method 1

When using the Format cell dropdown option from this area, select the “Use 1000 Separator (,)” option to include a comma. You can also choose if you would like any decimal places to be displayed in this same window.



### Method 2

The easiest option to include a comma is simply to click on the Comma Style button in the Number group.



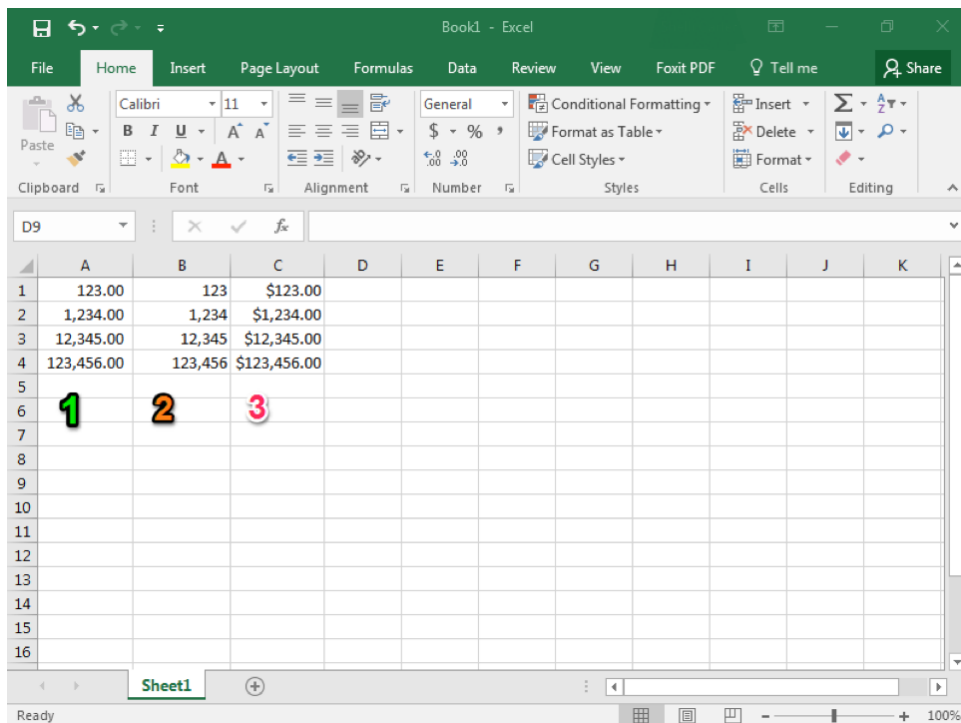
When clicking the comma style button, the comma style default is to display numbers with a comma in the thousands place and include two decimal places (Ex: “1200” becomes “1,200.00”). This will also change the visible cell styles in the “Style” area of the ribbon so you can easily select different options for comma and display format.

#### Practice question

<https://assessments.lumenlearning.co...essments/18629>

Below are three different options for comma and display format.

1. **Comma:** Comma with two decimal points
2. **Comma [0]:** Comma with no decimal points
3. **Currency:** Comma with two decimal points and a dollar sign



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	123.00	123	\$123.00								
2	1,234.00	1,234	\$1,234.00								
3	12,345.00	12,345	\$12,345.00								
4	123,456.00	123,456	\$123,456.00								
5											
6	1	2	3								
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

The numbers 1, 2, and 3 in row 6 are highlighted with green, orange, and red borders respectively, illustrating the 'Comma Styles' feature.

### Practice question

<https://assessments.lumenlearning.co...essments/18628>

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