## Scenario

Imagine you are a financial analyst at a company, and you are given a dataset containing quarterly revenue figures for the last five years. The numbers are in the full format (e.g., \$1,000,000, \$10,000, etc.), making it cumbersome to read and interpret. You want to simplify these figures to millions ("M") and thousands ("K") for a cleaner presentation.

| Quarter                      | Revenue                                       |
|------------------------------|---|
| Q1 2018                      | \$2,500,000                                   |
| Q2 2018<br>Projec<br>Q3 2018 | \$3,000,000<br>(\$1,800,000)<br>(\$1,800,000) |
| Q4 2018                      | \$800,000                                     |
| Q1 2019                      | \$2,900,000                                   |

Here's what a small part of your data might look like:

## Steps to Format Numbers To Millions & Thousands Using Custom Number Format

Step 1: Select the Cells

Highlight the cells that you want to format, in this case, the revenue figures in Column B.

Step 2: Open Format Cells Dialog

Right-click on the highlighted cells and choose 'Format Cells'. Alternatively, you can press Ctrl + 1.

Step 3: Navigate to Custom Formatting

After the 'Format Cells' dialog box appears, go to the 'Number' tab and choose 'Custom' from the categories listed on the left.

Step 4: Input Custom Format

In the 'Type' field, you will enter your custom format codes.

- For millions, you could use #,##0.0,, "M"
- For thousands, you could use #,##0, "K"

Step 5: Apply

## Click 'OK' to apply your custom format to the selected cells. Result

After applying the custom format, your table should look something like this:

| Quarter | Revenue |
|---------|---------|
| Q1 2018 | 2.5M    |
| Q2 2018 | 3.0M    |
| Q3 2018 | 1.8M    |
| Q4 2018 | 0.8M    |

| Q1 2019 | 2.9M |
|---------|------|
|         |      |

Quick Tip

You can also use Excel's ROUND function in another column to convert these numbers into millions and thousands as a numerical value, not just as a format. For instance, for millions, you could use =ROUND(B2/1000000, 1) and then add "M" to the end manually or through concatenation.

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