

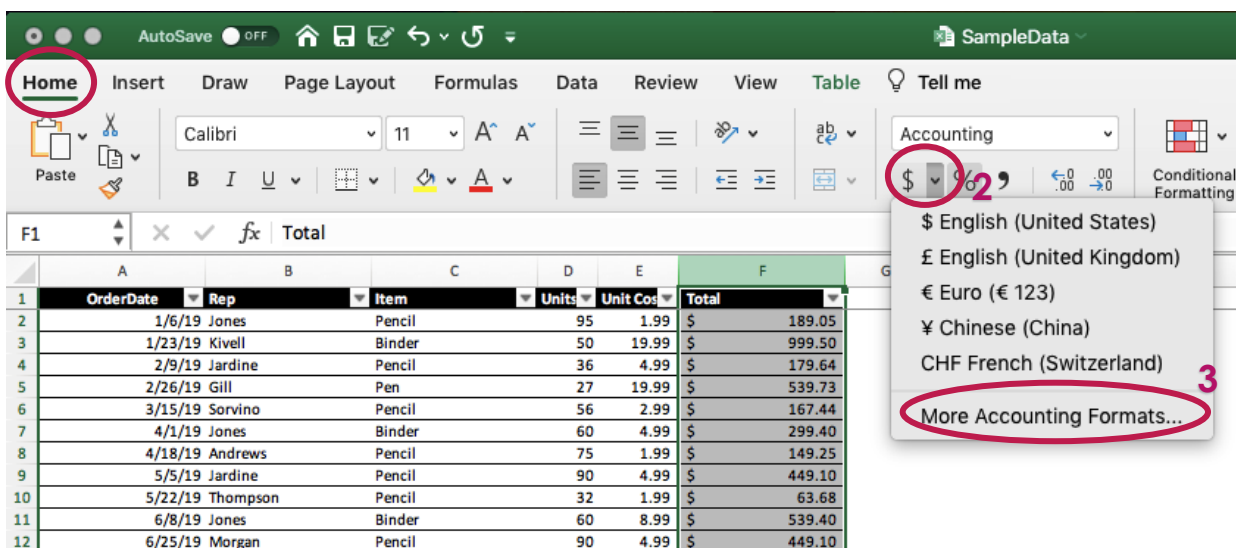
CHANGE THE MONETARY SYMBOL IN EXCEL

What's in it for me?

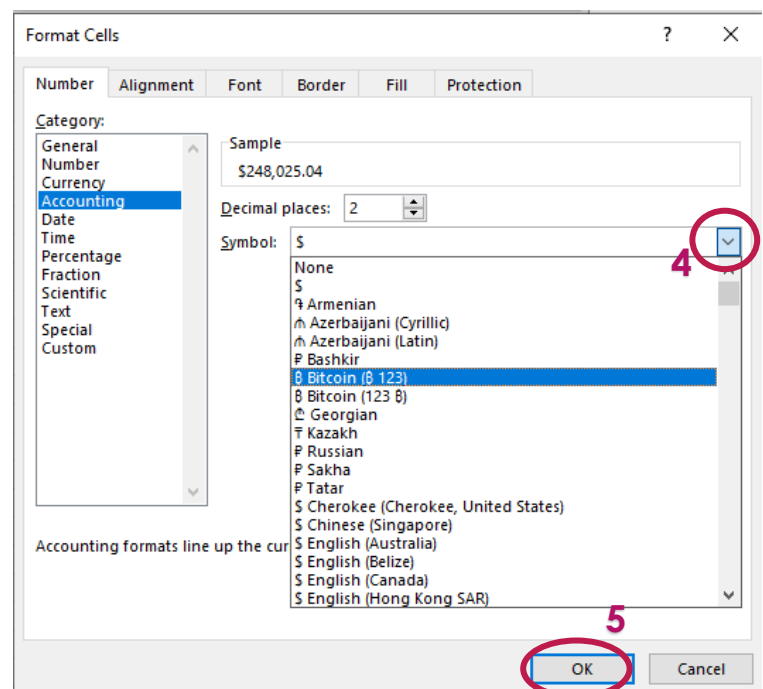
When handling financial data in your Excel file, it is important to add a currency symbol in order to add more context to the information for your readers. This is especially useful when you're sharing/handling accounts and transactions with people from different countries.

How to do this:

1. Select the cells you want to change the currency of.
2. Click on the **Home** tab and select the **down arrow** beside the \$ symbol.



3. Commonly used monetary symbols would appear in the drop down menu. Select the appropriate symbol if it's displayed. If it's not, click on **More Accounting Formats**.
4. Click on the arrows to the right of the **Symbol** field and browse through the options available.
5. Click **OK** to apply the change.
6. Remember to save changes to your worksheet regularly.



NOTES:

- We can only add or modify currencies to numbers. It doesn't work on text.
- Select the column/row heading to change the monetary symbol on their corresponding cells in one go.