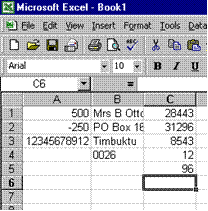
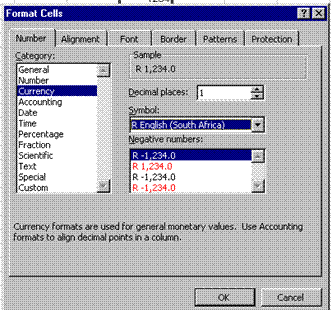
**Exercise 3**

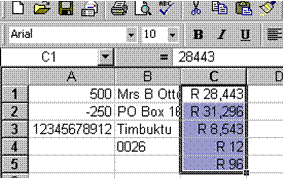
In your practice file enter the following amounts in cells C1 to C5: C1: 28443; C2: 31296; C3: 8543; C4: 12; C5: 96.

Then select these cells, click the Format menu from the menu bar and click cells. Click on the Numbers tab and then click on the currency category. The explanation reads: "Currency formats are used for general monetary values."

Set the number of decimal places to zero and the currency to R English.

Select the first figure in red in the box as the format for negative numbers. Click OK.



**See how the appearance of the cells has changed.**

If you look at the formula bar, the number appears unformatted (it does not show the R in front of the amounts). Excel uses the number in the formula bar when performing any calculations on this cell, in other words it uses the number only, not the currency.