Exercise 4

* In Cells D1 to D5, enter the following numbers: D1: 86236; D2: 789654; D3: 789; D4: 86; D5: 98746.
* Once again, select Cells D1 to D5; click the **format** menu, click **cells** and then click the **number** tab, if necessary.
* Click the **accounting** category and look at the rest of the menu. You will see that you now have different options from the previous Exercises, when you clicked the currency category. You can either reduce or increase decimal places and select a different symbol.
* The explanation reads: "Accounting formats line up the currency symbols and decimal points in a column."
* Change the decimal places option to two; click on OK.

Now you can see that all the R signs are aligned underneath each other.