

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

CutCopyFormat Painter

Aptos Narrow11A⁺A⁻

B*I*U

ClipboardFont

Wrap Text

General

\$%‰

Alignment

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormat

AutoSumFillClear

Editing

Add-ins

Create a PDF

Claude

GPT for Excel Word

Add-insAdobe AcrobatClaudegptforwork.com

AutoSaveOnSaveUndoRedo

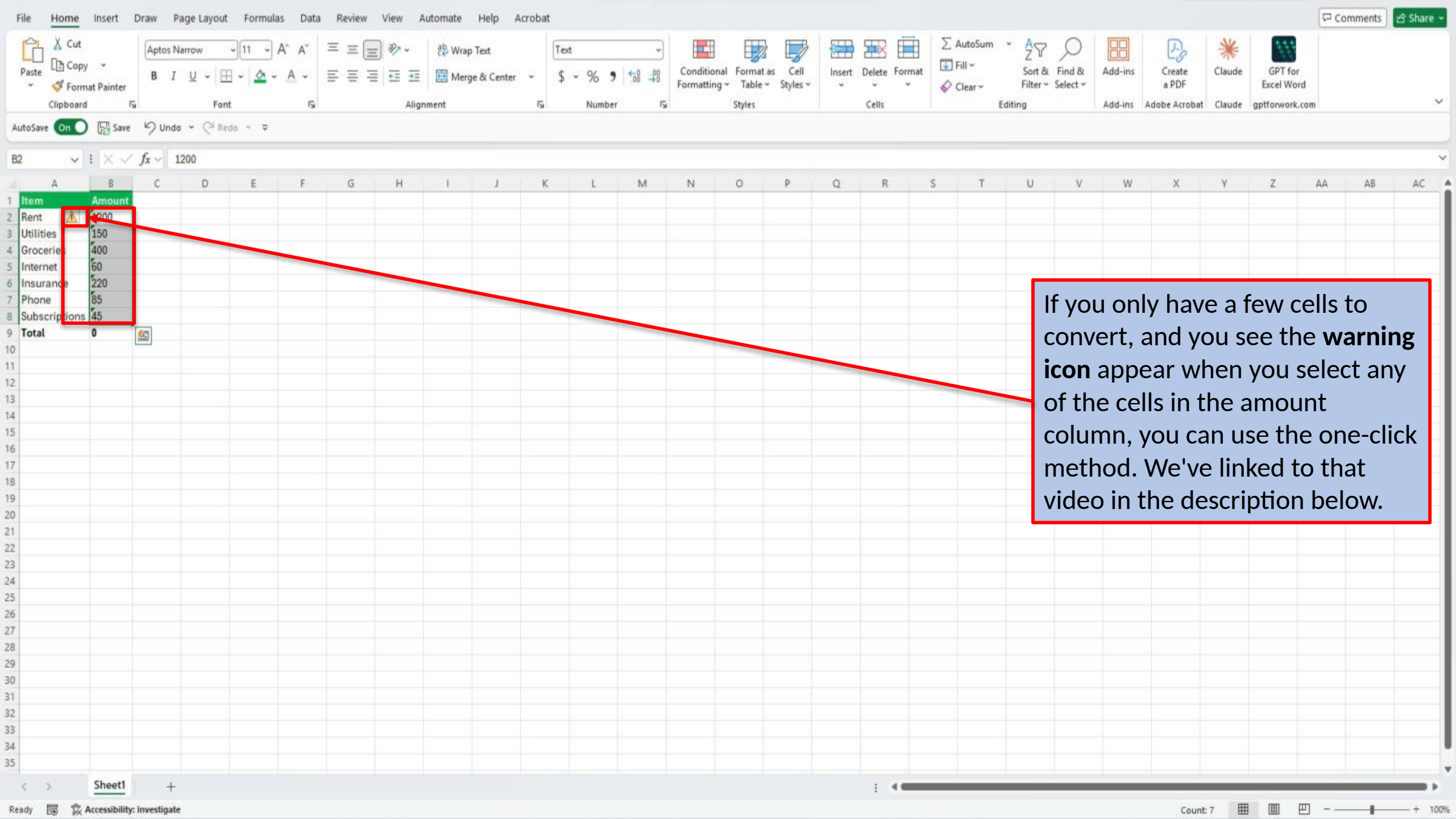
A1Item

Item	Amount
Rent	1200
Utilities	150
Groceries	400
Internet	60
Insurance	220
Phone	85
Subscriptions	45
Car Payment	325
Gas	95
Dining Out	140
Gym Membership	40
Pet Supplies	55
Health Insurance	210
Life Insurance	35
Home Maintenance	75
Clothing	60
Entertainment	50
Savings Transfer	300
Charity	25
Student Loan	150
Miscellaneous	30
Total	0

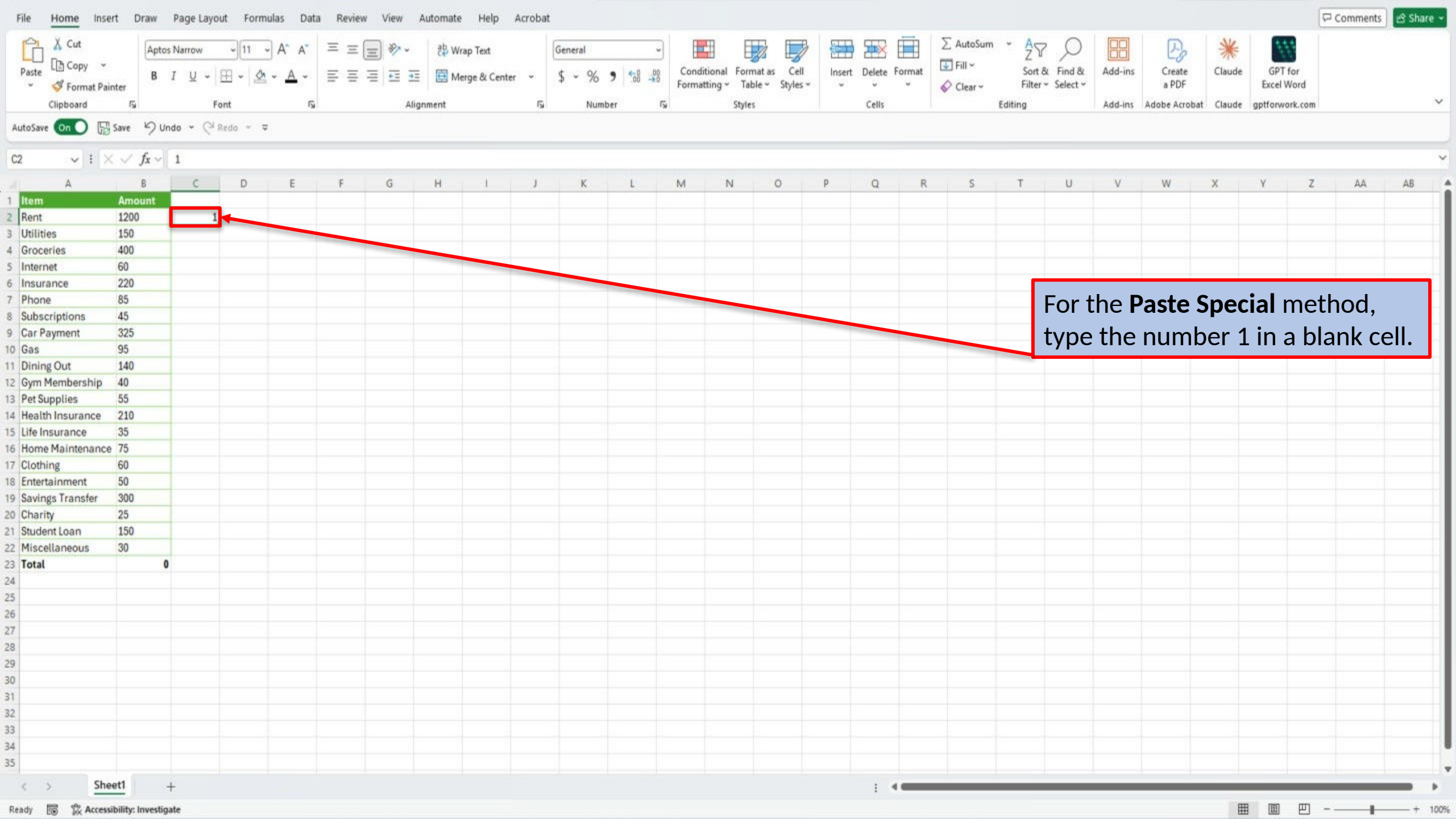
Here we have a long list of expenses. The numbers in the **Amount** column are stored as text instead of actual numbers — that's why they're lined up on the left, and why the **Total** below adds up to 0.

Sheet1

ReadyAccessibility: Investigate



If you only have a few cells to convert, and you see the **warning icon** appear when you select any of the cells in the amount column, you can use the one-click method. We've linked to that video in the description below.





AutoSave **On**  Save  Undo  Redo 

[illegible]

Copy that cell by pressing **Ctrl+C**.

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

Cut

Paste

Copy

Format Painter

Clipboard

Aptos Narrow

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Alignment

General

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Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

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AutoSum

Fill

Clear

Editing

Sort & Filter

Find & Select

Add-ins

Create a PDF

Claude

GPT for Excel Word

Comments

Share

AutoSave

On

Save

Undo

Redo

B2

fx

1200

Item	Amount
Rent	1200
Utilities	150
Groceries	400
Internet	60
Insurance	220
Phone	85
Subscriptions	45
Car Payment	325
Gas	95
Dining Out	140
Gym Membership	40
Pet Supplies	55
Health Insurance	210
Life Insurance	35
Home Maintenance	75
Clothing	60
Entertainment	50
Savings Transfer	300
Charity	25
Student Loan	150
Miscellaneous	30
Total	0

Select the range of cells you want to convert to numbers.

Sheet1

Count: 21

100%

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard: Paste, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color, Font Face, Size, Bold, Italic, Underline, Text Color, Background Color

Alignment: General, Left, Center, Right, Justify, Merge & Center, Wrap Text, Indent Left, Indent Right, Decrease Indent, Increase Indent

Number: General, Text, Percentage, Decimal, Fraction, Scientific, Custom, Increase Decimal, Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Create a PDF, Claude, GPT for Excel Word

Comments, Share

AutoSave On Save Undo Redo

B2 1200

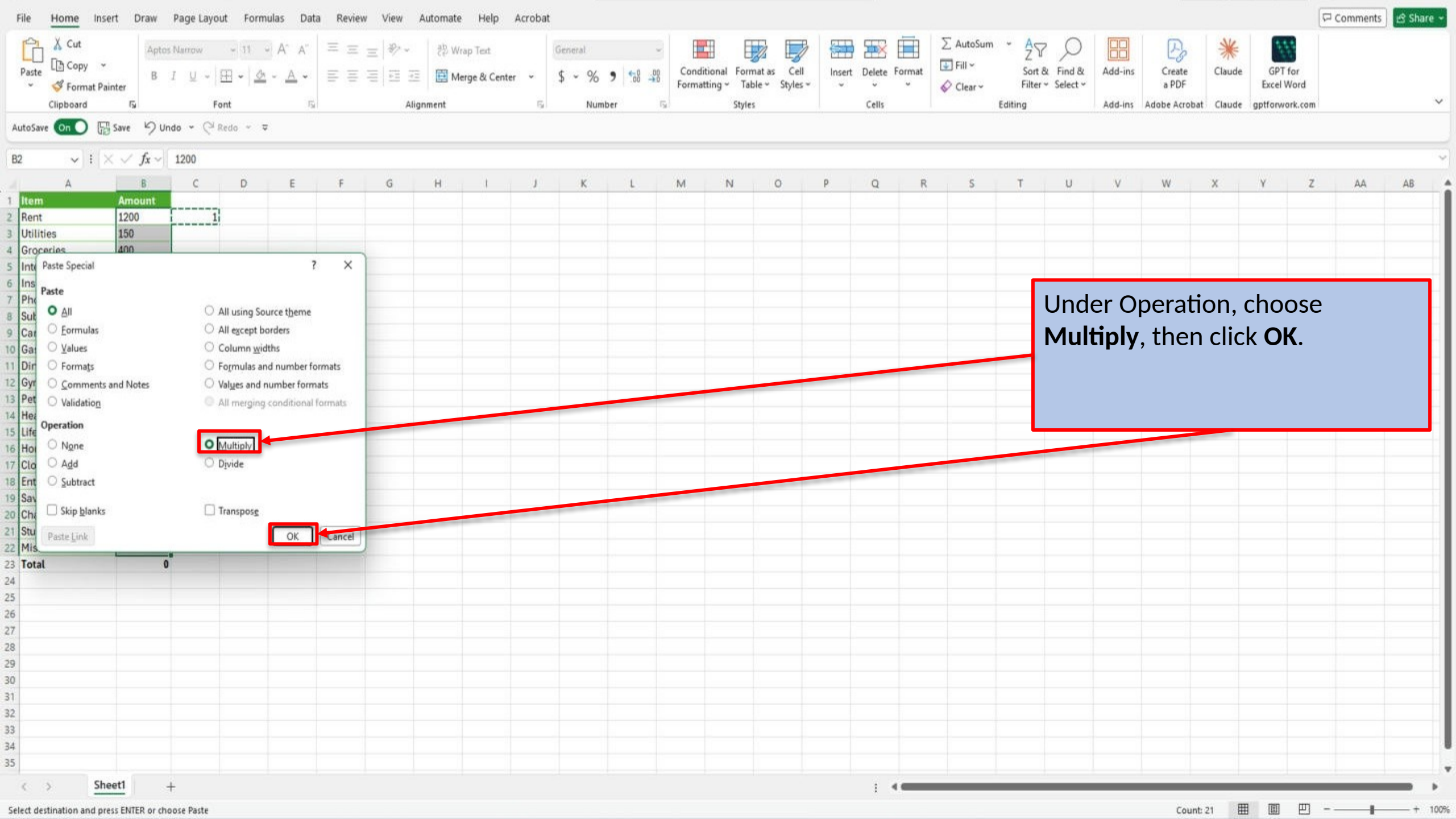
Item	Amount
Rent	1200
Utilities	150
Groceries	400
Internet	60
Insurance	220
Phone	85
Subscriptions	45
Car Payment	325
Gas	95
Dining Out	140
Gym Membership	40
Pet Supplies	55
Health Insurance	210
Life Insurance	35
Home Maintenance	75
Clothing	60
Entertainment	50
Savings Transfer	300
Charity	25
Student Loan	150
Miscellaneous	30
Total	

Right-click the selection, then click **Paste Special**.

Search the menus

- Cut
- Copy
- Paste Options: Paste, Paste with Pictures, Paste as Text, Paste as Text with Hyperlinks, Paste as Text with Pictures, Paste as Text with Pictures and Hyperlinks
- Paste Special...**
- Insert Copied Cells...
- Delete...
- Clear Contents
- Translate
- Quick Analysis
- Filter
- Sort
- Get Data from Table/Range...
- New Comment
- New Note
- Format Cells...
- Pick From Drop-down List...
- Define Name...
- Link
- Open Hyperlink
- Link to this Range
- Show Changes

Count: 21 100%



Item		Amount
Rent		1200
Utilities		150
Groceries		400
Internet		60
Insurance		220
Phone		85
Subscriptions		45
Car Payment		325
Gas		95
Dining Out		140
Gym Membership		40
Pet Supplies		55
Health Insurance		210
Life Insurance		35
Home Maintenance		75
Clothing		60
Entertainment		50
Savings Transfer		300
Charity		25
Student Loan		150
Miscellaneous		30
Total		3750

And that's it. The numbers are now real numbers instead of text, right-aligned, and the **Total** correctly shows **3750**.

AutoSave On  Save  Undo  Redo 

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
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You can delete the helper cell now that the conversion is complete — it's no longer needed.

[View This Tutorial On My Website](#)

[View The Video Tutorial Here](#)

[Visit My YouTube Channel](#)

