

Number formats

The number format can be set for a whole table, a group of cells, or a single cell. For example, cells can be set to display in a particular currency, to four decimal places, or in a particular date format.

Number recognition specifies that numbers in a text table are recognized and formatted as numbers. If Number recognition is not selected, numbers are saved in text format and are automatically left-aligned. To enable Number recognition, go to **Tools > Options > LibreOffice Writer > Table** and select the option in the *Input in Tables* section.

To set the number format for one or more cells, select the cells, then either click the icon for one of the popular formats on the Table toolbar, or choose **Table > Number Format** on the Menu bar. On the Format Number dialog (Figure 308), you can set options for various categories of numerical data.

- In the *Category* list, select the category you want, such as currency, date, or text.
- In the *Format* list, choose a format for the category you just selected.
- For some categories, such as *Date*, you may wish to change the language using the *Language* list, while for other numerical categories you can use the *Options* section of the dialog to customize the appearance.

Tip

Writer displays the formatting code for the category and format selected in *Format Code* section at the bottom of the dialog. For example, if you select a date format such as 31 Dec 1999 the corresponding code is D MMM YYYY. Advanced users can easily customize this formatting code as well as create new user-defined codes.

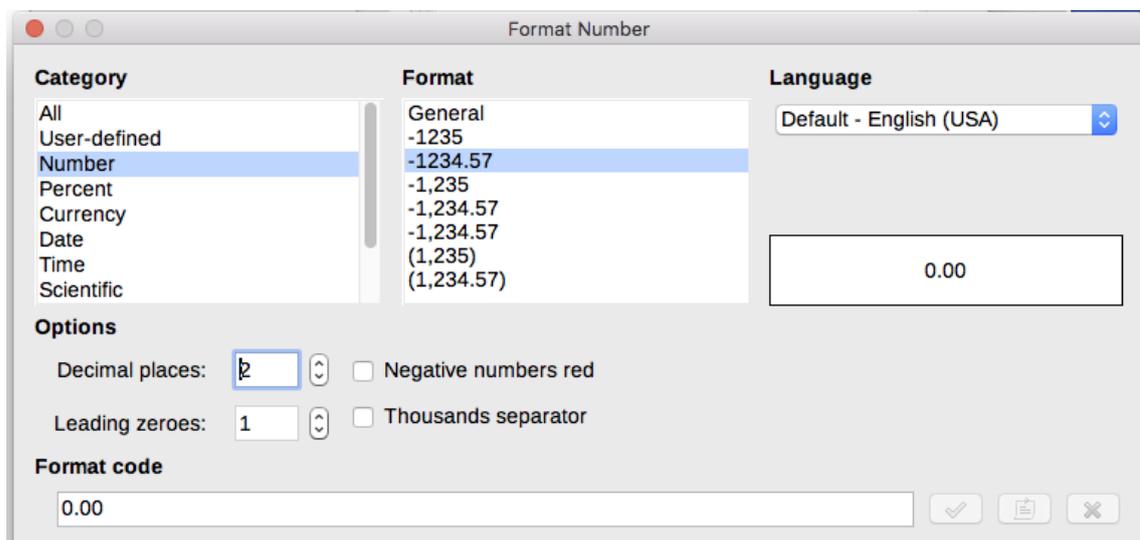


Figure 308: The Format Number dialog

Rotating text in a table cell

You can rotate text in a table cell by 90 or 270 degrees. Text rotation can be useful when you have long headings for narrow columns.

- Select the text to be rotated and then choose **Format > Character**, or right-click and select **Character > Character** in the context menu.
- On the *Position* page, in the *Rotation / Scaling* section, choose the rotation angle, optionally change the Scale width, and click **OK**.