

# Microsoft Excel Tips and Tricks. Excel can automatically add decimal points to your numbers.

## Setup

Let's say you are adding a bunch of numbers with decimal points. Wouldn't it be nice if Excel could just automatically add the decimal points for us? One less keystroke will increase efficiency and get the job done right, faster.

For this example, we have charge card charges we are going to add to a range:

- 1234.50
- 99.99
- 100.25
- 245.68

20 digits, 4 decimals and 4 enter keys.

What if we turn that into: 20 digits, ~~4 decimals~~ and 4 enter keys.

That's right, completely getting rid of the decimals.

## Solution

1. Let's get into the option.
2. Open Excel
3. Click on the File Menu Option
4. Click Options
5. Click Advanced
6. Check mark the "Automatically insert a decimal point"

Click OK out of the dialog box.

Go back to your worksheet and type in:

- 123450
- 9999
- 10025

- 24568

Magically, Excel will insert the decimal point (2 places from the right in this case). You just saved 4 keystrokes!

What are you going to do with all the saved time?

Well, sign up for our regularly updated tips, of course.

## Alternatively

You may be here because you searched for "**Excel is automatically adding decimal points**"

A few things are more frustrating in Excel than doing an operation and Excel taking your input and doing what it thinks you want.

But, if you are experiencing Excel automatically adding a decimal point no matter what you do with the numbers, here is the fix:

1. Go to File
2. Go to Options
3. Go to Advanced
4. Uncheck the "Automatically insert a decimal point"
5. Click OK on the dialog box
6. Go back to your Worksheet
7. See if that fixes your problem or frustration

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