

## Formatting Multiple Columns of Numbers in Webi XI

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Can I format multiple columns of numbers at the same time in Webi XI ? **YES !**

The great news is that in Webi XI, you can now format multiple columns at the same time, in a manner similar to Excel functionality.

1. Hold down the shift key and select the **multiple rows you want to format.**

2. Right click and select **Format** numbers.

3. Select the **type of number format** you wish to apply.

4. Click **OK.**

5. The number format has been applied to the multiple columns you selected.