BIS Help Guides

Rounding A Number Up Or Down

Learn How To Round A Number Up Or Down Using Google Sheets.

Written By: Aaron

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INTRODUCTION

Learn How To Round A Number Up Or Down Using Google Sheets.

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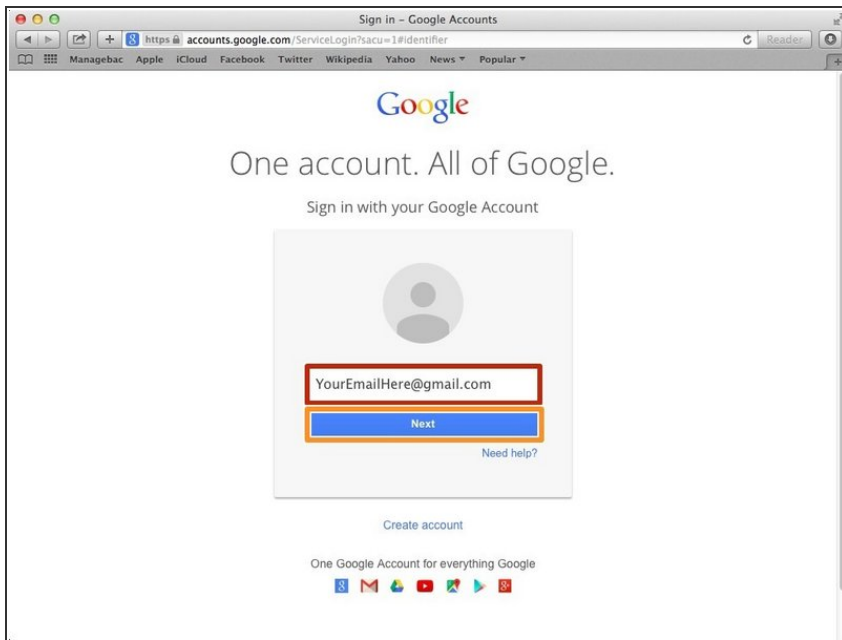
Step 1 — How to Access google.com
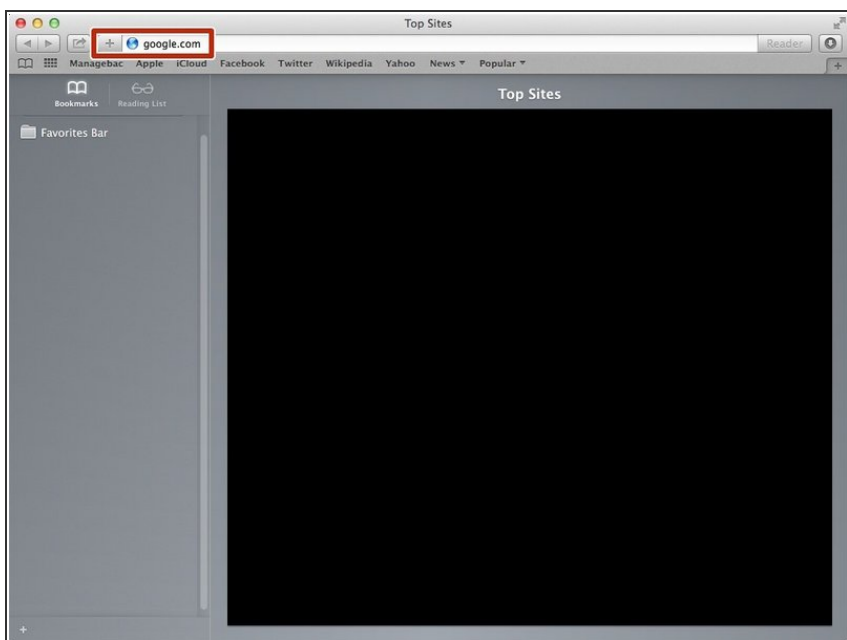
- Typing "google.com" in the address bar to go to the google website
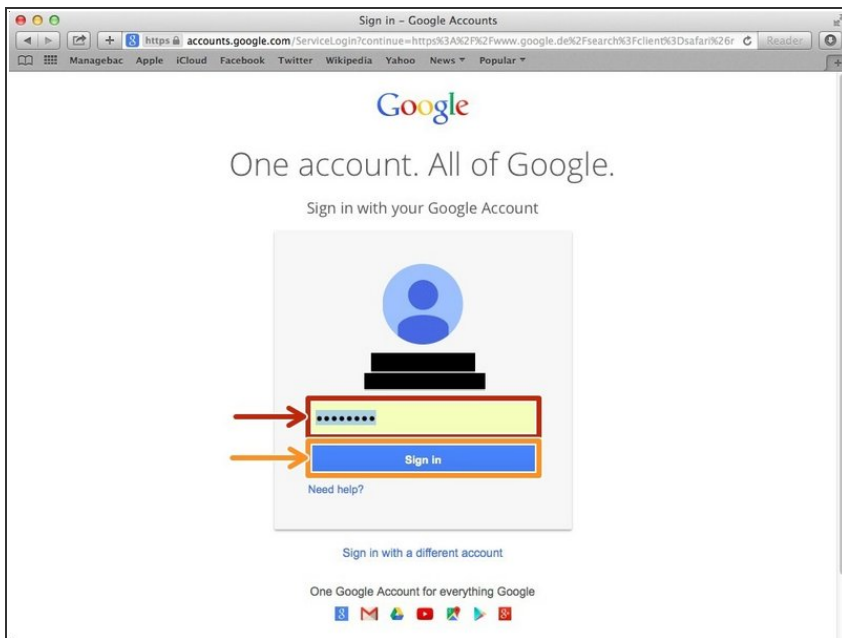
Step 2 — Finding The Sign In Button
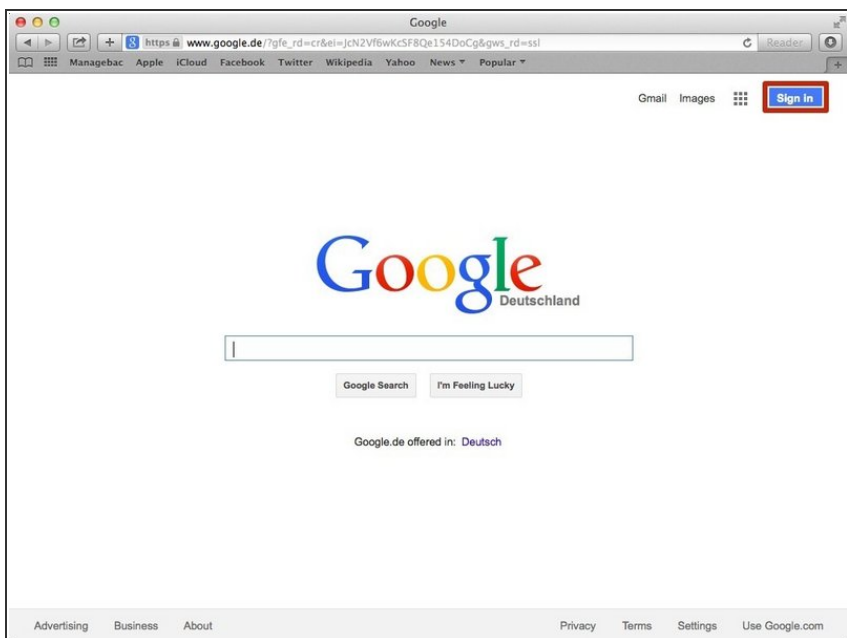
- Click on the "Sign In" button to sign in your google account

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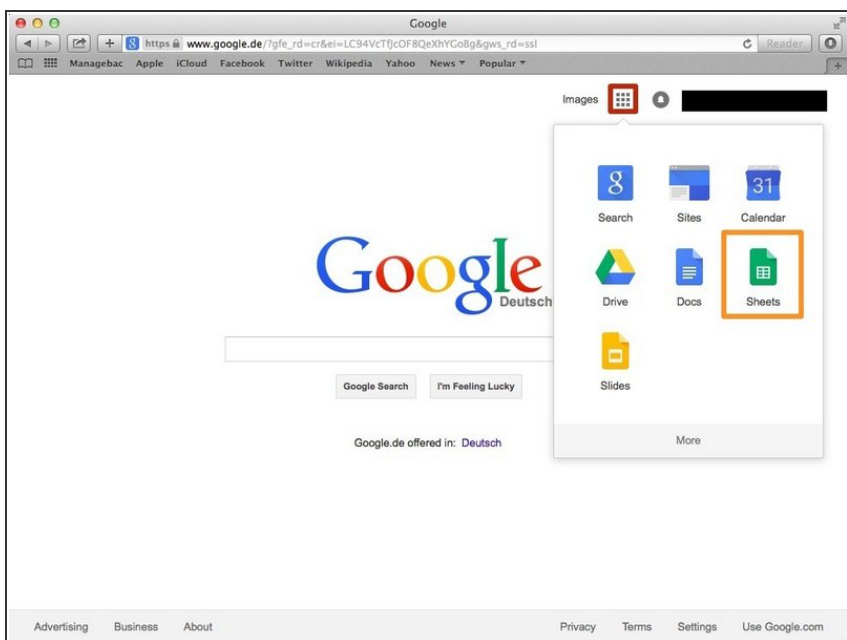## Step 3 — Entering Your Email

- Type your email address into this box

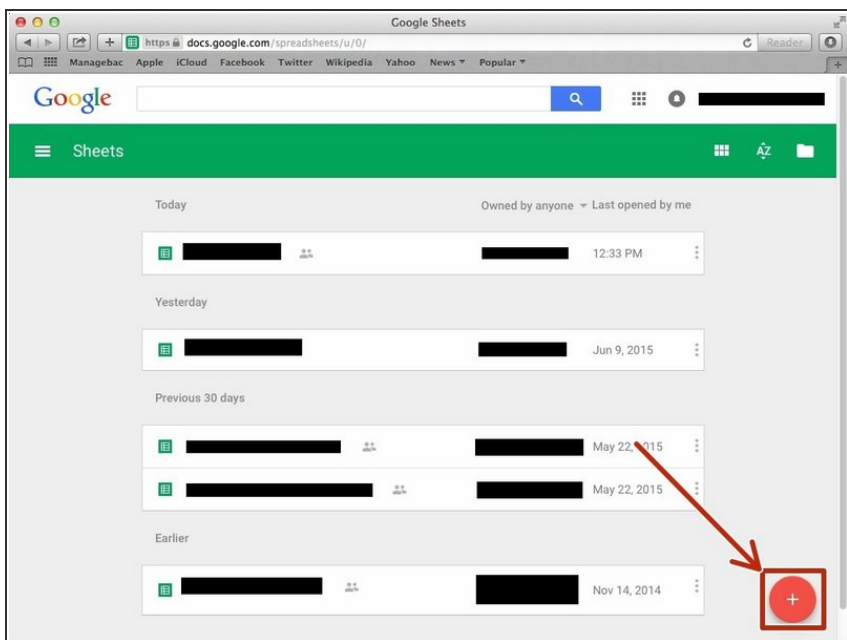- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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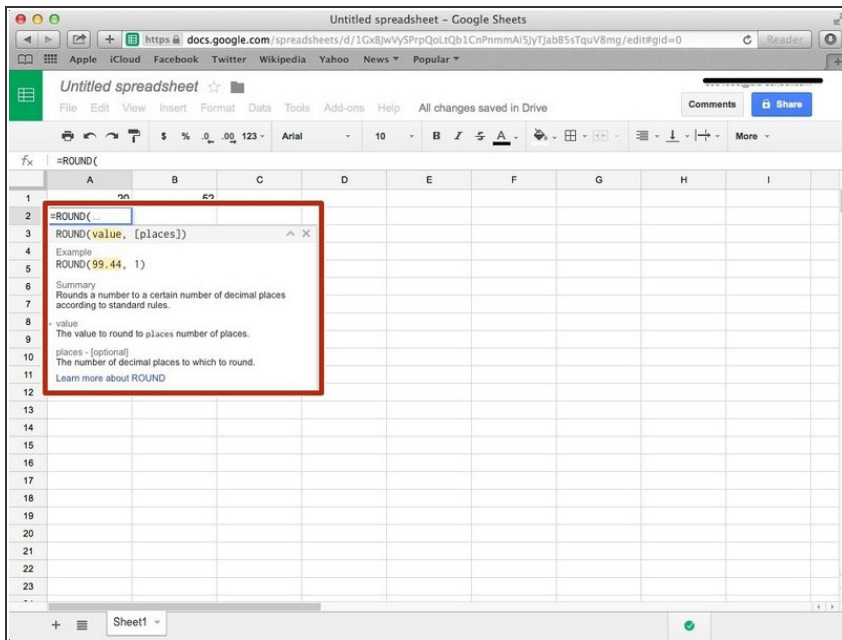
Step 5 — Opening Google Sheet

- Click this button to open a menu of options

- Click on the "Sheet" button

Step 6 — Creating a New Spreadsheet

- Click + button to create new spreadsheet

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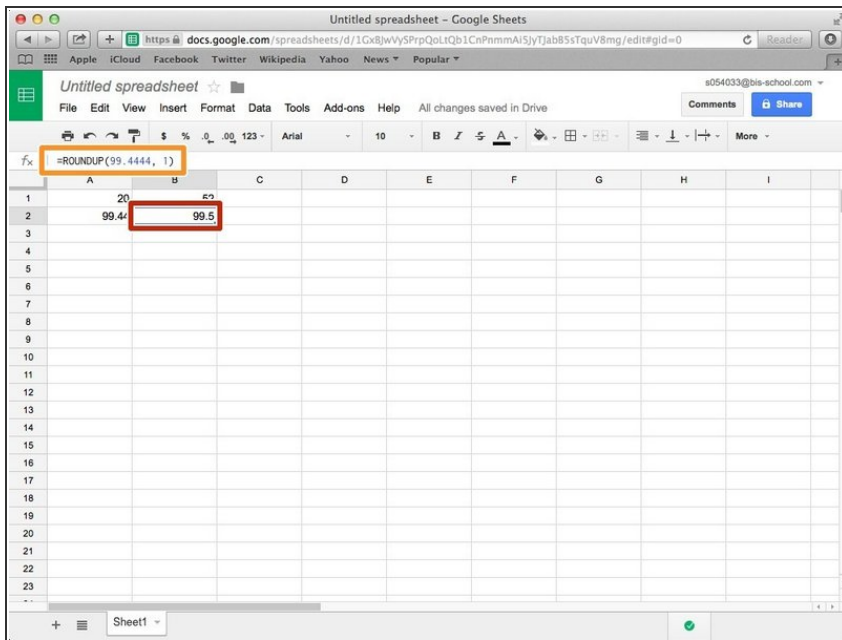
Step 7 — Rounding Numbers

- Type in a cell "=ROUND(Value, [places])".

- (i) Summary Rounds a number to a certain number of decimal places according to standard rules. value The value to round to places number of places. places - [optional] The number of decimal places to which to round.

Step 8 — Rounding Numbers
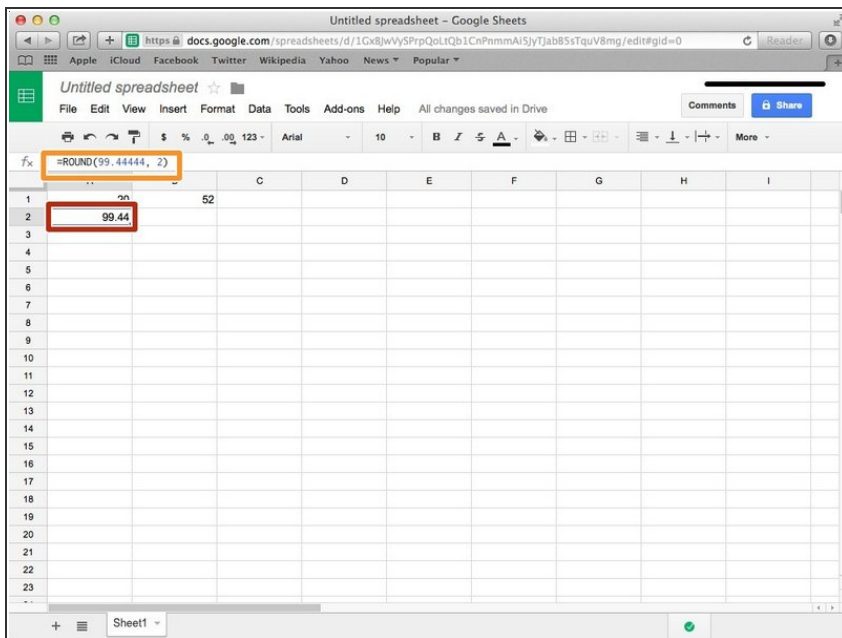
- Here is the rounded number

- Here is the formula =ROUND(Value, [places]) with numbers substituted in (=ROUND(99.44444, 2))

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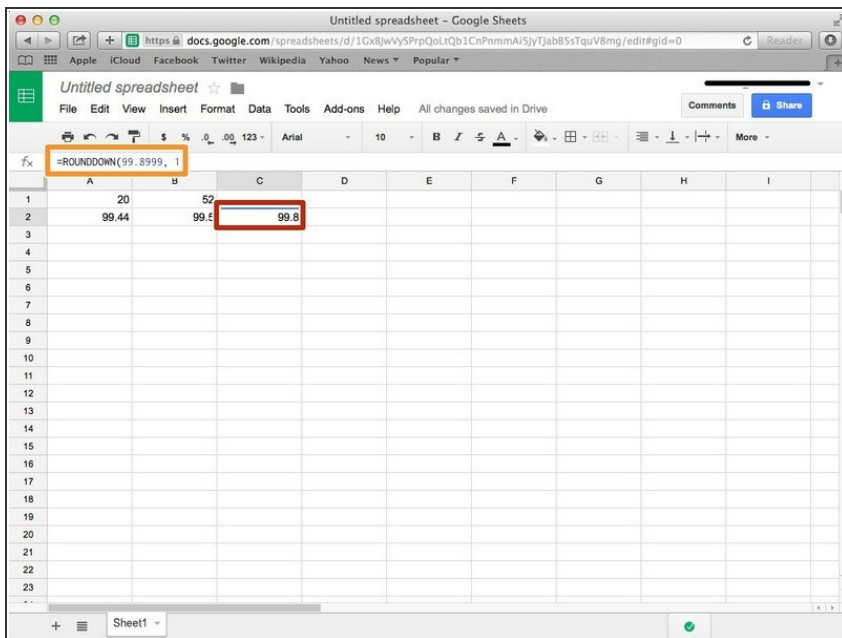
Step 9 — Rounding A Number Up

- Here is the rounded number

- Here is the formula =ROUNDUP(Value, [places]) with numbers substituted in (=ROUNDUP(99.44444, 1))

Step 10 — Rounding A Number Down

- Here is the number that needs to be rounded

- Here is the formula =ROUNDDOWN(Value, [places]) with numbers substituted in (=ROUNDDOWN(99.44444, 1))

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