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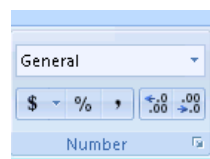
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## Excel - Formatting Decimal Numbers

In Excel you can quickly format a cell or cells to show a number with decimal points. But did you know you can just as quickly adjust the number of decimal points shown?

You can format numbers to show decimal points with either the Currency (\$) or Comma (,) style. Just highlight the cell or cells and click on the \$ or , icon in the menu bar (version 2000) or in the Home tab menu bar (version 2007 and above).



Both of these formats will show you two numbers after the decimal point (\$97.54 or 1,324.56). To increase or decrease the number of decimals – simply click the increase (arrow pointing to the right) or decrease (arrow pointing to the left) buttons that appear in the same place where you chose your styling.

As always, I encourage you to try this out for yourself to see how it works. If you need help with any Excel project, contact us at [info@aapk.com](mailto:info@aapk.com)

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## Business vs Personal Facebook Pages

I have been asked many times by friends and clients what is required to create a business or organization Facebook page and how does it differ from a personal page. First we'll review the difference between a personal and business page, then I will guide you through creating a simple business page.

A personal profile page is designed for individuals. It lets you connect with family, friends, and coworkers. In this page you can add personal information and create a personal profile with many privacy setting options, allowing you to control who can see your content on your personal profile page.

Facebook pages (formerly referred to as "fan" pages) are meant for businesses, public figures and brands. They allow for more functionality for marketing and connecting with fans. Facebook users can "Like" your page. These types of pages are public, meaning anyone can see the page, including Google. Once someone Likes your page, their Facebook friends will be notified, creating additional interest that may result in others Liking your page. Each time your practice updates your page, your fans are notified and the information shows up on their news feed.

A business Facebook page can we set up for your business either using your current personal Facebook account or by creating a new one. Note, if you create a business page from your personal account the business fans will not be able to see your personal information, unless they are friends of yours on your personal page.

1. Once you have set up your Facebook account – click on the "cog" icon in the upper right corner and choose "Advertise" from the list.
2. Choose the type business you are going to create for Facebook.
3. Fill out the requested information.
4. Upload your business logo, provide information about your business, contact information, hours of operation (if you have a retail or local office), and a general

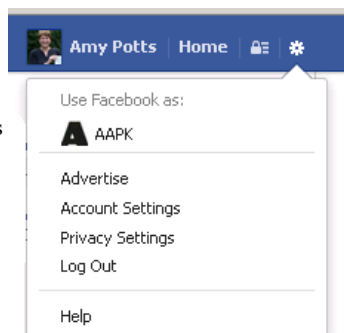
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description that describes your business. As you add more details about your business you can view the changes live on the page you are creating.

5. This is all you need to publish a basic Business Page on Facebook.

If you need help with social marketing, contact us at [info@aapk.com](mailto:info@aapk.com)



## You Have To Laugh

Funny Video: Deer Stalks Family - <https://www.youtube.com/watch?v=JpHCp7BTWII>

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