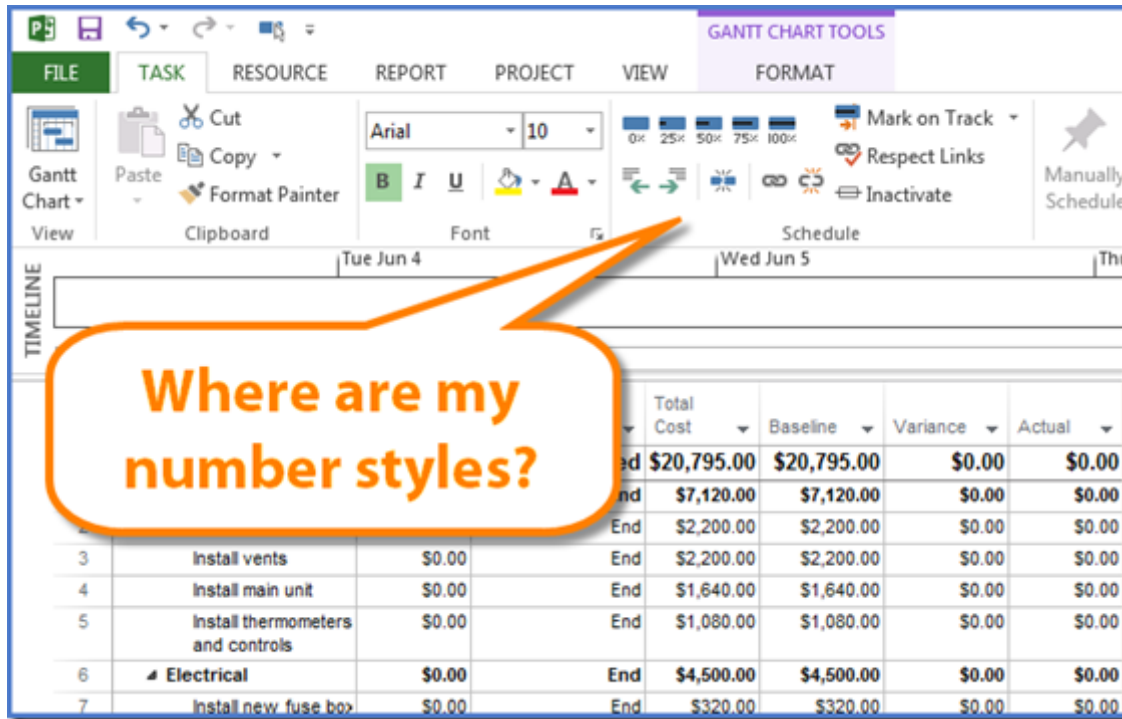


Project—Change Currency Styles in Costs

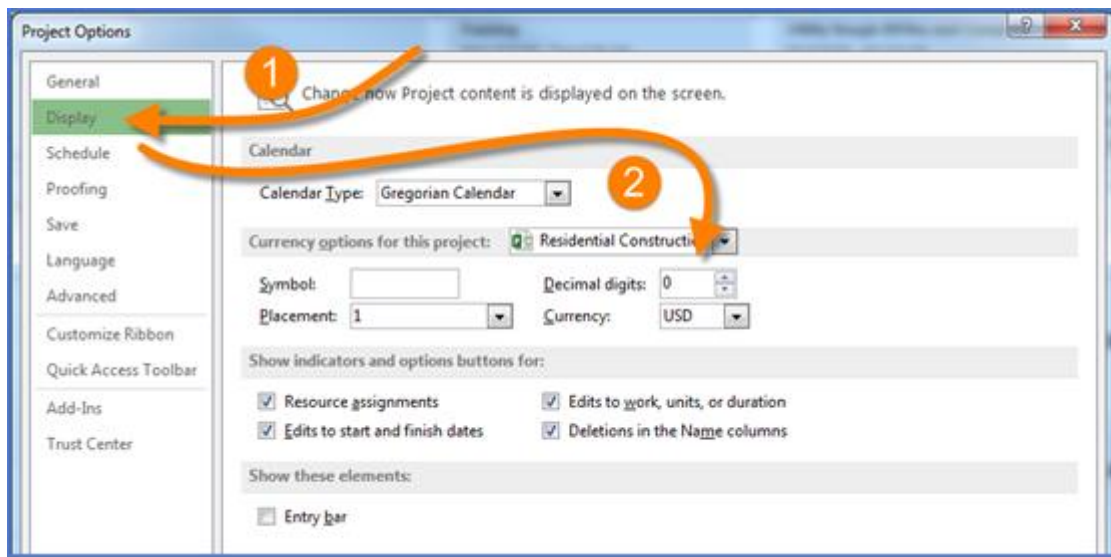
If you're used to changing the way currency values are displayed in Excel, you might want to exercise the same choices when viewing costs in Microsoft Project. Although changing the look of costs can be done in Project, it's not as immediately obvious as to how.



To change the way currency values are displayed, either by symbol or decimal precision, follow the steps below:

Step 1 – In **Project**, if you click on the **File** tab and enter the **Backstage**, click on **Options** at the bottom to enter the **Project Options** dialog box.

Step 2 – From there, select the **Display** category on the left. In the section labeled **Currency options for this project:**, set the **Decimal Digits** to 0 (zero).



Also, you can clear the **Symbol** field of any currency symbol and display the values without all of those pesky dollar signs.

	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Ac
0	▲ Furnishing the office	0	Prorate	20,795	20,795	0	
1	▲ Air Conditioning	0	End	7,120	7,120	0	
2	Install ducting	0	End	2,200	2,200	0	
3	Install vents	0	End	2,200	2,200	0	
4	Install main unit	0	End	1,640	1,640	0	
5	Install thermometers and controls	0	End	1,080	1,080	0	
6	▲ Electrical	0	End	4,500	4,500	0	
7	Install new fuse box	0	End	320	320	0	
8	Upgrade wiring	0	End	1,920	1,920	0	
9	Install new switches and outlets	0	End	640	640	0	
10	Electrical inspection	0	End	980	980	0	
11	Connect air conditioning	0	End	160	160	0	
12	Install smoke detectors	0	End	320	320	0	
13	Attach face plates	0	End	160	160	0	
14	▲ Plumbing	0	End	4,980	4,980	0	
15	Install pipes	0	End	3,200	3,200	0	