

Figure 11.5 (Continued)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Alabama	13,457	281.5	3,339	69.9									
2	Alaska	2,731	384.5	342	48.2									
3	Arizona	23,999	375.5	6,549	102.5									
4	Arkansas	6,712	230.2	1,667	57.2									
5	California	124,072	333.0	38,148	102.4									
6														
7	Colorado	21,012	417.8	3,961	78.8									
8	Connecticut	10,054	281.3	2,330	65.2									
9	Delaware	3,255	362.5	664	73.9									
10	District of Columbia	3,374	560.7	923	153.4									
11	Florida	70,858	376.9	21,581	114.8									
12														
13	Georgia	31,225	322.3	9,404	97.1									
14	Hawaii	4,479	329.3	589	43.3									
15	Idaho	4,674	298.2	729	46.5									
16	Illinois	37,691	293.8	10,345	80.6									
17	Indiana	17,962	277.0	3,560	54.9									

2. Open a new Excel file. Paste the selected data into the file. Delete blank rows.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Alabama	13,457	281.5	3,339	69.9									
2	Alaska	2,731	384.5	342	48.2									
3	Arizona	23,999	375.5	6,549	102.5									
4	Arkansas	6,712	230.2	1,667	57.2									
5	California	124,072	333.0	38,148	102.4									
6	Colorado	21,012	417.8	3,961	78.8									
7	Connecticut	10,054	281.3	2,330	65.2									
8	Delaware	3,255	362.5	664	73.9									
9	District of Columbia	3,374	560.7	923	153.4									
10	Florida	70,858	376.9	21,581	114.8									
11	Georgia	31,225	322.3	9,404	97.1									

3. To remove commas, select the columns. To select multiple nonadjacent columns, press and hold <Ctrl>.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Alabama	13,457	281.5	3,339	69.9									
2	Alaska	2,731	384.5	342	48.2									
3	Arizona	23,999	375.5	6,549	102.5									
4	Arkansas	6,712	230.2	1,667	57.2									
5	California	124,072	333.0	38,148	102.4									
6	Colorado	21,012	417.8	3,961	78.8									
7	Connecticut	10,054	281.3	2,330	65.2									
8	Delaware	3,255	362.5	664	73.9									
9	District of Columbia	3,374	560.7	923	153.4									
10	Florida	70,858	376.9	21,581	114.8									
11	Georgia	31,225	322.3	9,404	97.1									

4. Click Format→Format Cells.

Format Cells

Number Alignment Font Border Fill Protection

Category: General Number Currency Accounting Date Time Percentage Fraction

Sample: 3339

Decimal places: 0

☐ Use 1000 Separator (,)

Negative numbers: /

OK Cancel

5. In the Format Cells window, select the Number tab. Make sure the Use 1000 Separator box is unchecked. In the Decimal places box, type a number that is appropriate for the data values. In the current example, the values do not have decimal places.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	State	Fraud number	Fraud rate	ID theft number	ID theft rate									
2	Alabama	13457	281.5	3339	69.9									
3	Alaska													
4	Arizona													
5	Arkansas													
6	California	124072	333.0	38148	102.4									
7	Colorado	21012	417.8	3961	78.8									
8	Connecticut	10054	281.3	2330	65.2									
9	Delaware	3255	362.5	664	73.9									
10	District of Columbia	3374	560.7	923	153.4									
11	Florida	70858	376.9	21581	114.8									
12	Georgia	31225	322.3	9404	97.1									
13	Hawaii	4479	329.3	589	43.3									
14	Idaho	4674	298.2	729	46.5									
15	Illinois	37691	293.8	10345	80.6									

6. Insert a new row at the top of the file. Type brief, descriptive variable names.