DU
Digital Unite

Share: ✉ in 🐦 f ◯ 📄

How to do percentages in Excel

🖨 **Print this guide**

Percentages in Excel are often used in calculations to work out a percentage increase in sales or to calculate the percentage increase in a bill or service. This can sometimes give a better overview of the increase or decrease rather than just a difference between two numbers. This guide provides guidance on understanding percentages and a link to Microsoft's guide on using Excel to calculate percentages.

Relevant for Excel for Office 365,Excel for Office 365 for Mac, Excel 2019. Excel 2016

You'll need:

- A computer with Excel installed
- Some data that you would like to perform percentage calculations on this could be the percentage of a total, or the percentage change between two numbers.

Understanding percentages

A percentage is a proportion that shows a number as parts per hundred represented by the symbol '%'. So 25% means 25 out of every 100. Percentages can be confusing so if your not sure how or why to use percentages visit this BBC Bitesized guide:

www.bbc.com/bitesize/guides/z9rjxfr/revision/1

Calculating percentages using Excel

Follow this Microsoft guide to using Excel to calculate percentages:

https://support.office.com/en-us/article/Calculate-percentages-6B5506E9-125A-4ABA-A638-D6B40E603981

Last updated 3rd May 2019

Next steps
▶ How to create a budget spreadsheet

See what our learning courses are like

Try our free "Digital Essentials" course

📞 [0800 228 9272](#)

💬 [du@digitalunite.com](#)
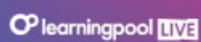
[Get in touch](#)

[Privacy policy](#)

[Terms of use](#)

[Cookie policy](#)

Our learning platforms

[Digital Champions Network](#)

[Inspire](#)

Our newsletter

Research, resources, insights and offers.