

# How to do percentages in Excel

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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](http://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***

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