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## Increase an amount by a percentage

If you want to increase an amount by a percentage, you need to add in that field as well as calculating the percentage increase.

For example to increase 200 by 10%, the maths is 200 multiplied by 0.10 plus 200

*In the field row of a blank column, type:*

***an alias:[the name of your field] \* the required percent shown as a decimal + [the name of your field again]***

For example:

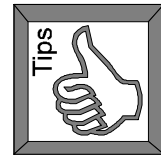
***Salary 2000:[salary 1999] \*0.10 + [salary 1999]***

***There is an even quicker way of increasing an amount by a percentage!***

*Instead of having to add in the field after calculating the percentage increase, you can just include the number 1 in front of the percentage increase!*

*For example:*

***Salary 2000:[salary 1999] \*1.10***



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## Calculate one field as a percentage of another

If you want to calculate one field as a percentage of another, you need to do the following:

For example to calculate 40 as a percentage of 200, you need to divide 40 by 200 and then multiply the result by 100:

$$(40/200)*100$$

*In the field row of a blank column, type:*

***an alias:([the name of your first field] / [the name of your second field]) \*100***

For example, to calculate a field called increase as a percentage of a field called salary:

$$\text{Percentage increase:}([\text{increase}]/[\text{salary}])*100$$

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## Making a calculated field look better

If you have created a calculated field, you may want to amend the format to improve the look of your query.

For example, we have created a query to increase the current price by 10%:

	Current Price	Price Yr 2000
	£320.00	352
	£275.00	302.5
	£140.00	154
	£125.00	137.5
	£135.00	148.5
	£90.00	99
	£250.00	275
	£75.00	82.5
	£500.00	550
	£85.00	93.5

The result looks like this, when I run the query:

This calculated field would look much better if it was formatted as currency!

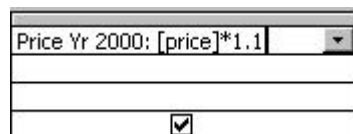
## To change the format of a calculated field:

1. In Design view of the query

2. Click on the properties button



3. Click into the column of the field you want to format



4. Choose the correct format from the list