

LEADING ZEROS

There are two ways to format:

Format Method 1

- ✚ Select the cell or range of cells that you want to format
- ✚ Right Click
- ✚ Format Cells...
- ✚ Number Tab: Select "Custom"
- ✚ Highlight "0"
- ✚ Move to the "Type" box & place the same number of zeros in the box that your data will have.

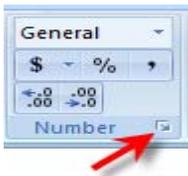
Type:
000000

For example: an IRN is 6 characters. Place six zeros in the box:

- ✚ Click on "OK" to save.
- ✚ Move back to the spreadsheet & put in the IRN. The leading zeros will stay in place.
- ✚ Save.

Format Method 2

- ✚ Select the cell or range of cells that you want to format
- ✚ On the "Home" Ribbon, look for the "Number" area (4th box from the left)
- ✚ Click on the "Arrow" in the bottom right corner. This will take you to the same "Format Cells" area as above.



- ✚ Number Tab: Select "Custom"
- ✚ Highlight "0"
- ✚ Move to the "Type" box & place the same number of zeros in the box that your data will have.

Type:
000000

For example: an IRN is 6 characters. Place six zeros in the box:

- ✚ Click on "OK" to save.
- ✚ Move back to the spreadsheet & put in the IRN. The leading zeros will stay in place.
- ✚ Save.

IMPORTANT!!

****If you are saving as a Comma Separated Value (.csv) file – do NOT reopen the csv file before importing. If you reopen the file, you will lose all formatting.**