

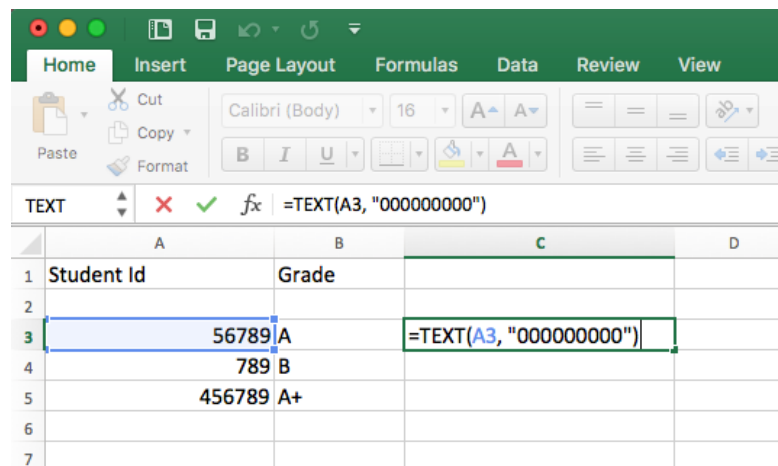
Prefix Zeros to SJSU ID in Excel

This guide will help you to prefix zeros to the SJSU IDs in order to convert them to the standard 9-digit format.


Method 1: Using Formula

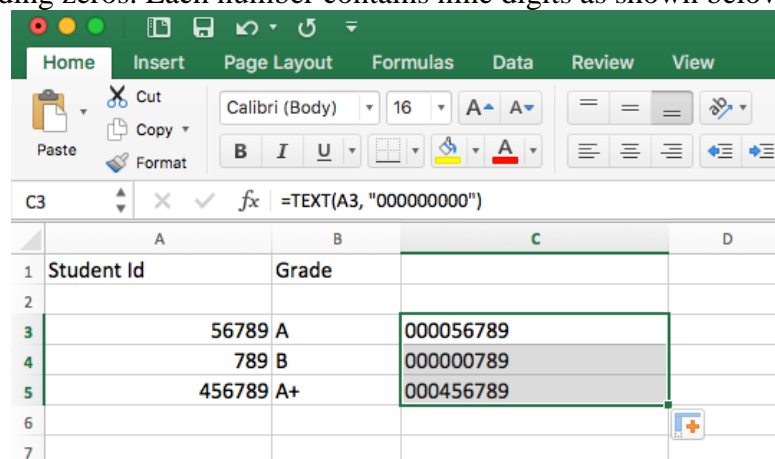
1. Enter the formula written below in a blank cell which is adjacent to the data cell as shown in the image.

=Text (A3, "000000000")



Replace the cell address (shown in red) with the address of the actual cell.

2. Then, press the **Enter** key, and select cell C3 drag the fill handle  across the range that you want to fill. Then, you will view all the numbers in A3:A5 are copied and pasted to C3:C5 with leading zeros. Each number contains nine digits as shown below.



Method 2: Using Custom Formatting

1. Highlight the column/cells you want to style.

	A	B
1	Student Id	Grade
2		
3	56789	A
4	789	B
5	456789	A+
6		
7		
8		
9		

2. Click CTRL/CMD + 1 or Format -> Format Cells.
3. In the Number tab, choose Custom.
4. Set the Custom formatting to 000000000 (Nine zeros)

