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.

   \[
   \text{=Text}(A3, \text{"000000000"})
   \]

   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.

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)