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.

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

   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
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)