

Convert numbers to text in Excel

Convert numbers into words in Excel - Regularly process and calculate data with Excel spreadsheets, if the data is related to currency, the number of words you want to convert will be many, vnTools software to help you change numbers into words quickly and efficiently

Regularly process and calculate data with Excel spreadsheets, if the data is related to currency, the number you want to convert will be numerous. You can also manually enter words from numbers, but if there is a lot of data and accuracy, you cannot enter manually. You can install vnTools software to help you quickly and effectively convert numbers into letters.

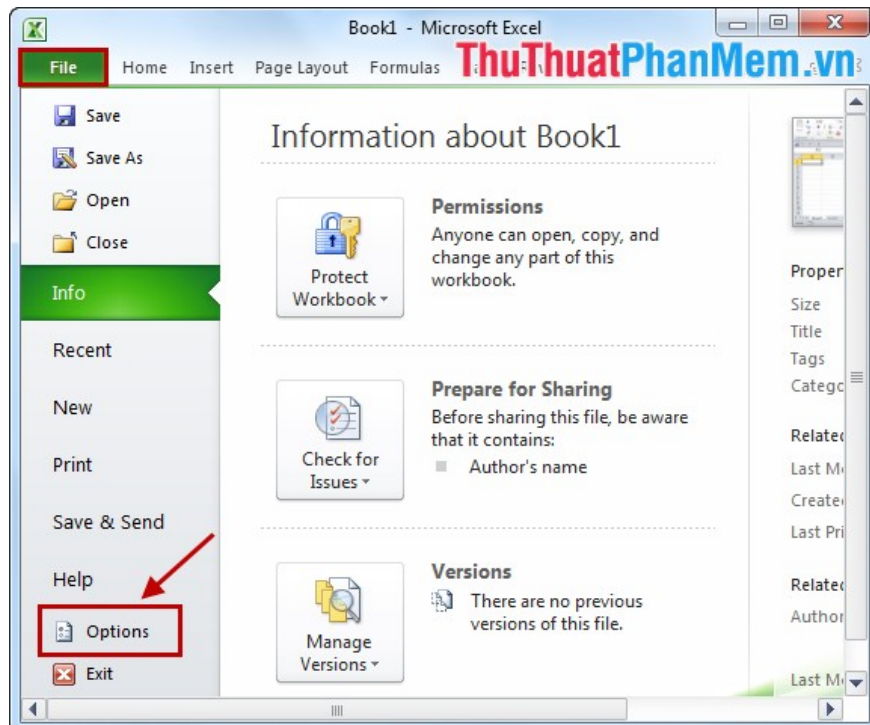
The article shows how to convert numbers into letters in Excel 2010 with vnTools software, with Excel 2007 and Excel 2013 you can do the same thing.

Step 1: You need to download and install vnTools software onto the system.

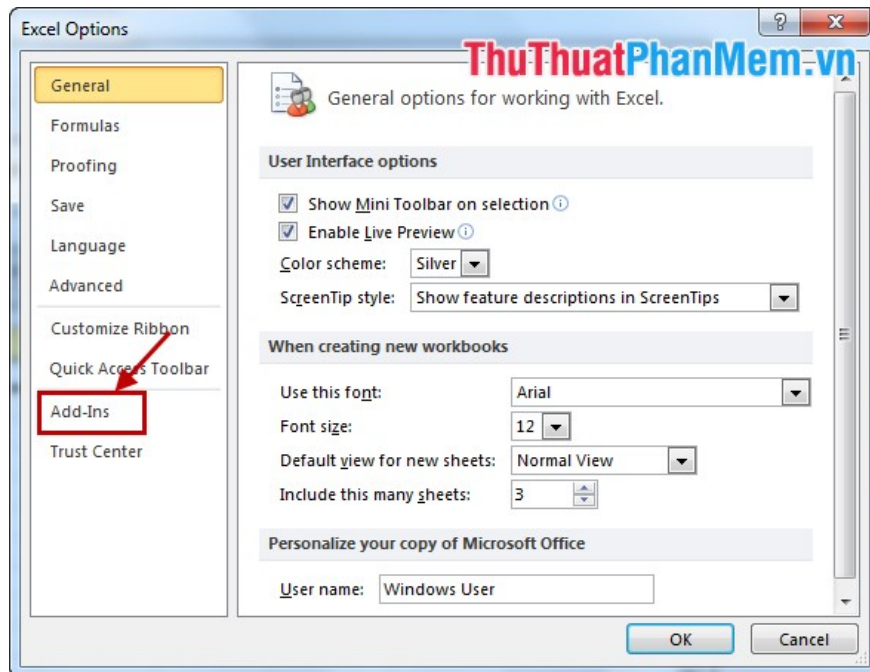
http://TipsMake.vn/uploads/2017/11/24/vntools_120.rar

Step 2: Add the **Add-in** to Excel.

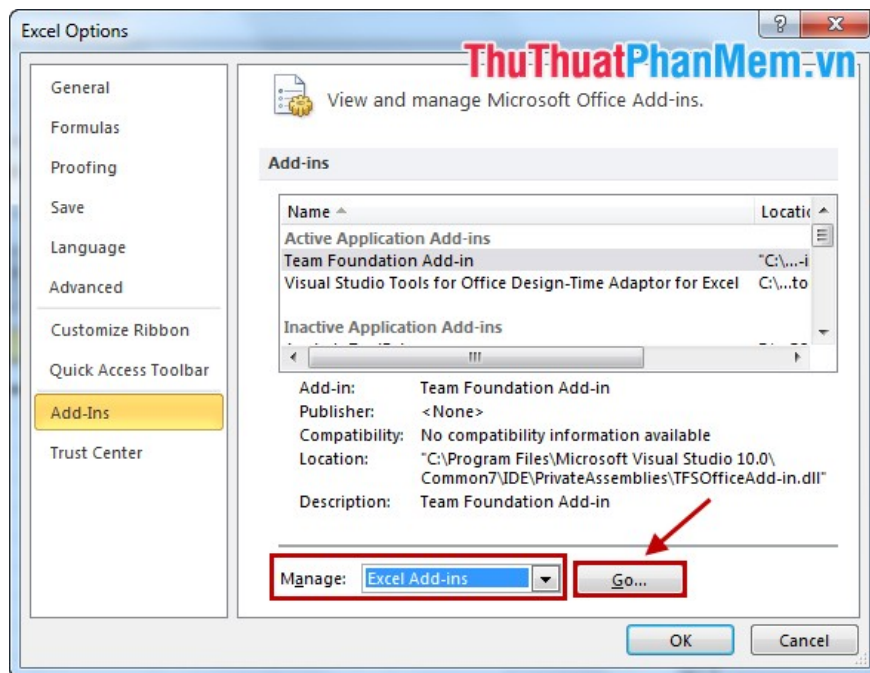
1. On the Excel toolbar, select **File -> Options** .



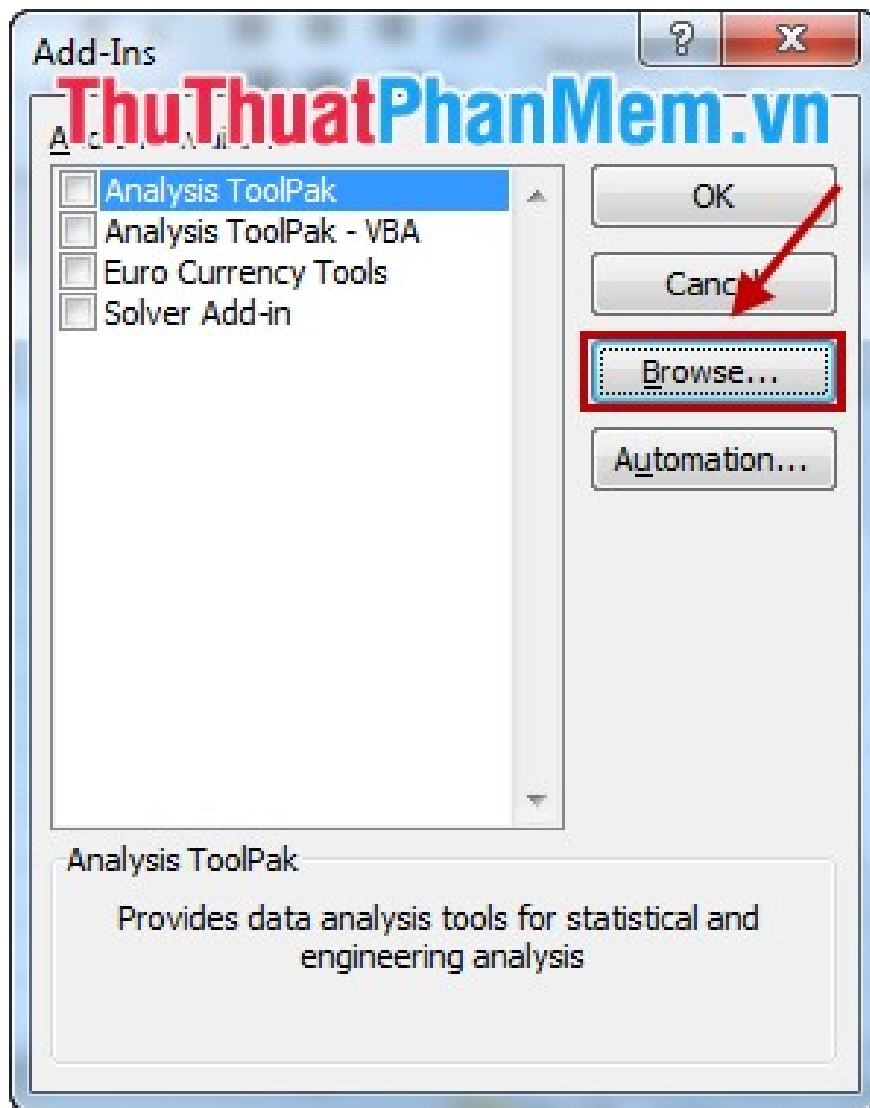
2. On the left menu, select **Excel Options Add-ins** .



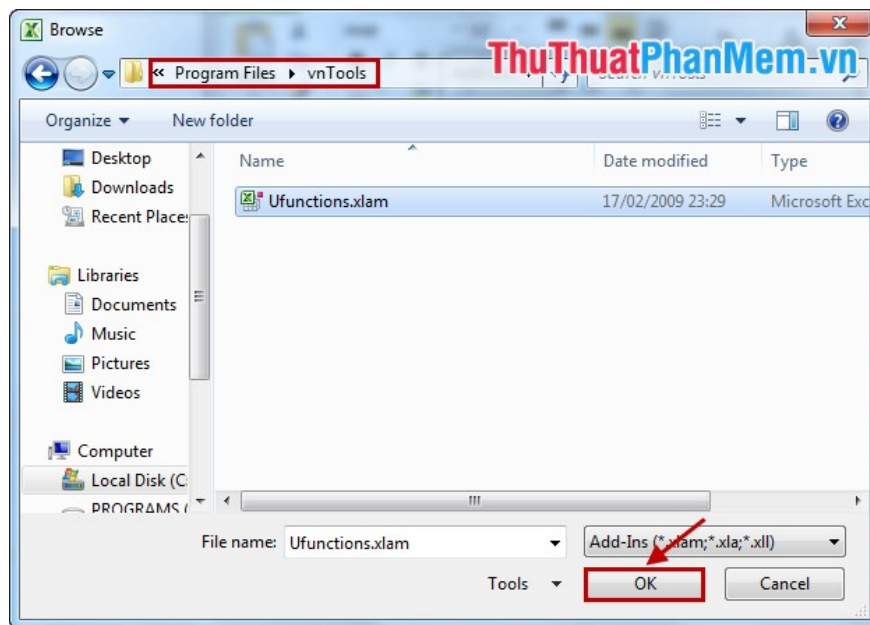
3. In the Manage section, select **Excel Add-ins** and choose **Go** .



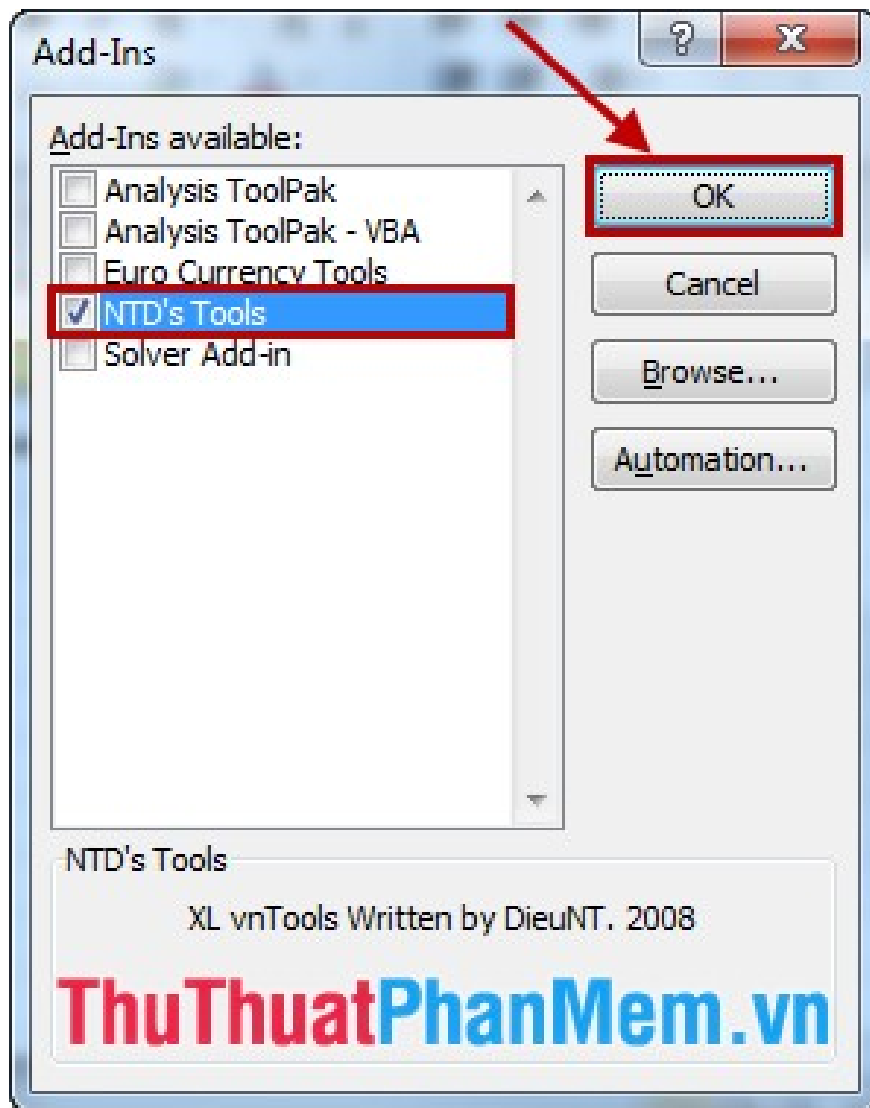
4. Click **Browse** in the **Add-ins** dialog box .



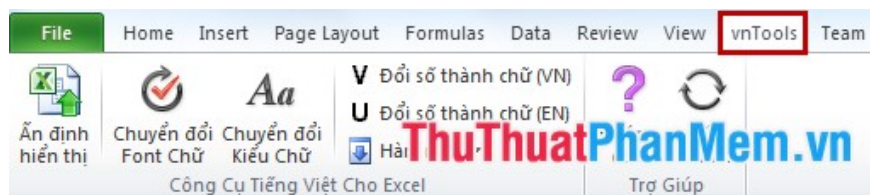
5. In the **Browse** dialog box, navigate to the file containing the installation directory of **vnTools** and select the file *Ufunctions.xlam* . Then click **OK** .



6. Check the box before *NTD's Tools* and select **OK**.



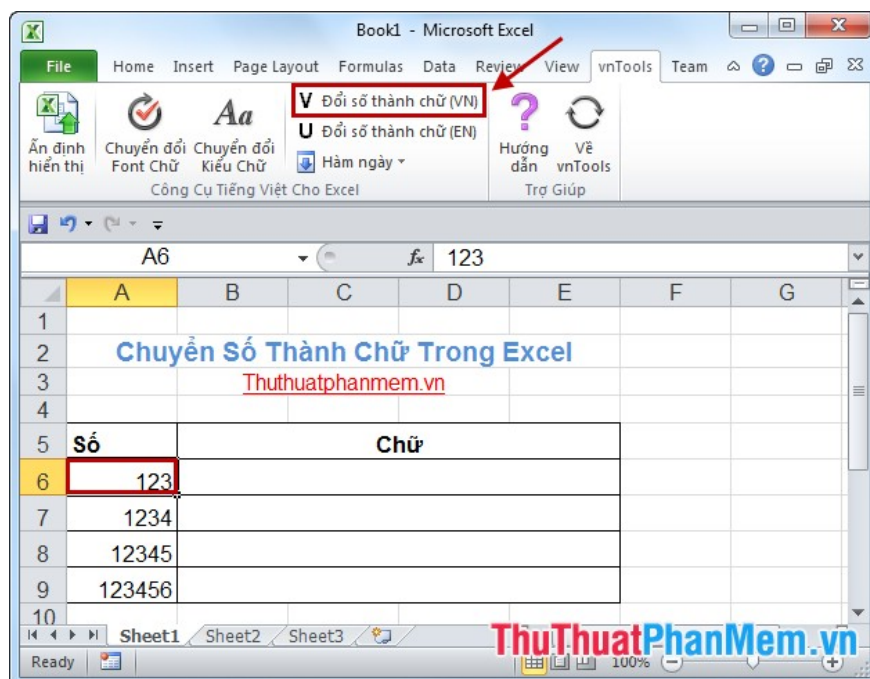
So you've added **vnTools** to Excel.



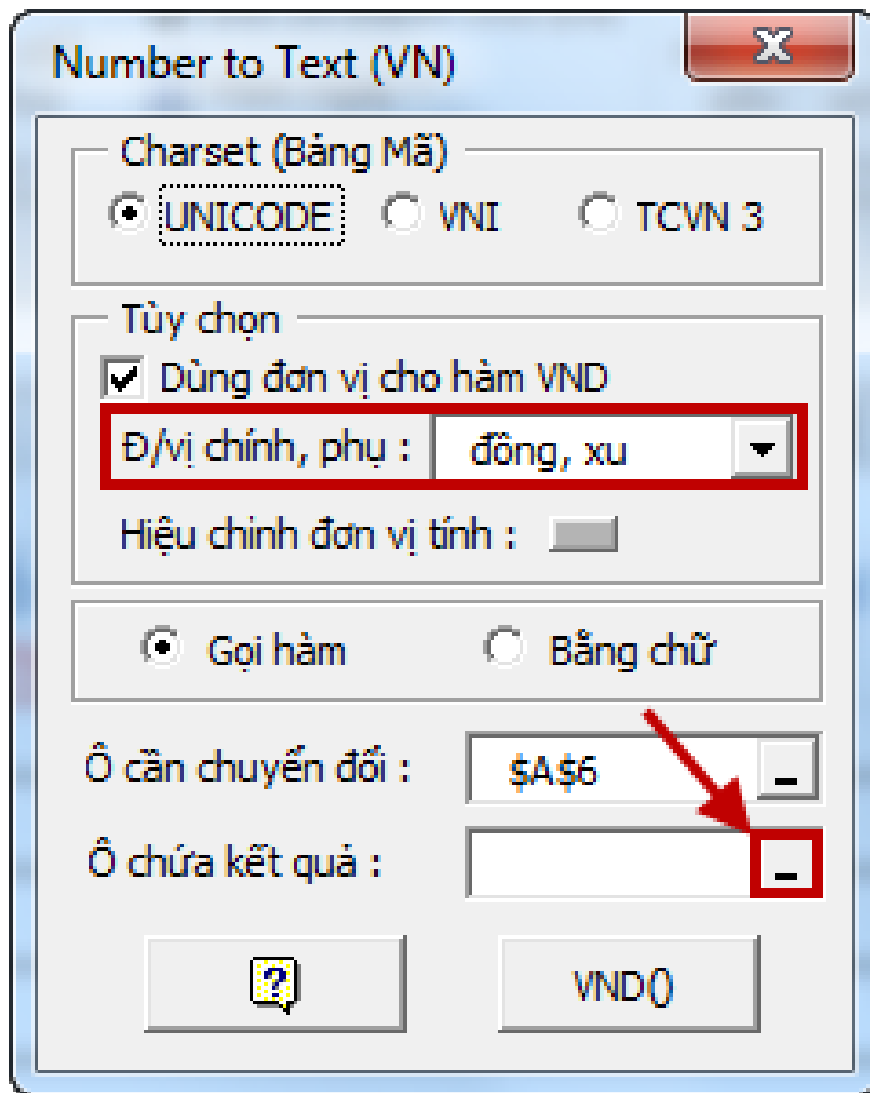
Step 3: Use **vnTools** to convert numbers to letters.

1. Convert numbers into words in Vietnamese.

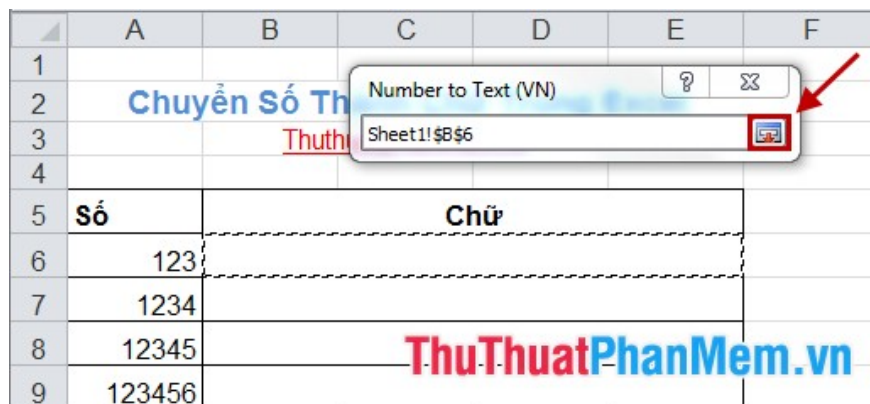
You select the cells to be converted later on the tab **vnTools** you select **Convert numbers to letters (VN)**.



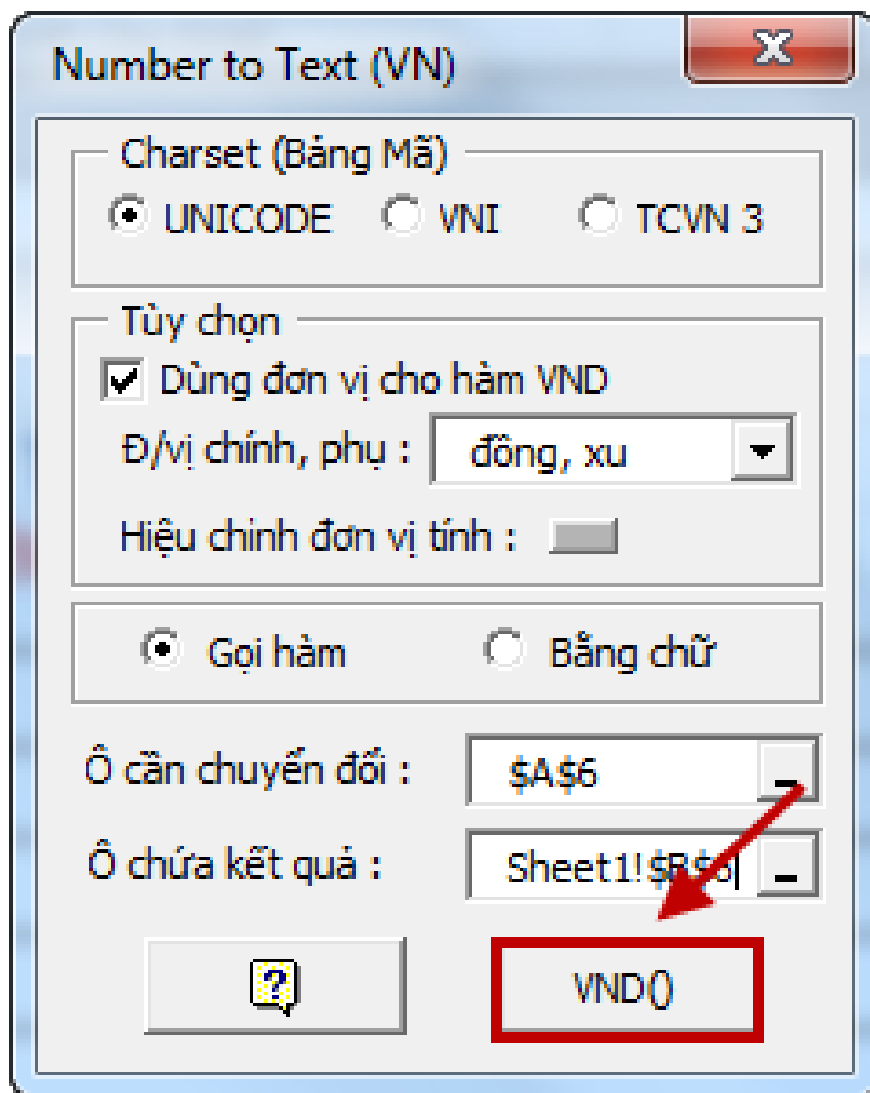
The **Number to Text (VN)** dialog box appears, select the unit in **the main unit** , and then click on the - symbol in the **box containing the results** .



Then a small dialog box appears, select the cell you want to contain the results in Excel and click the icon in the dialog box.



The full dialog of **Number to Text (VN)** appears, select **VND ()** .

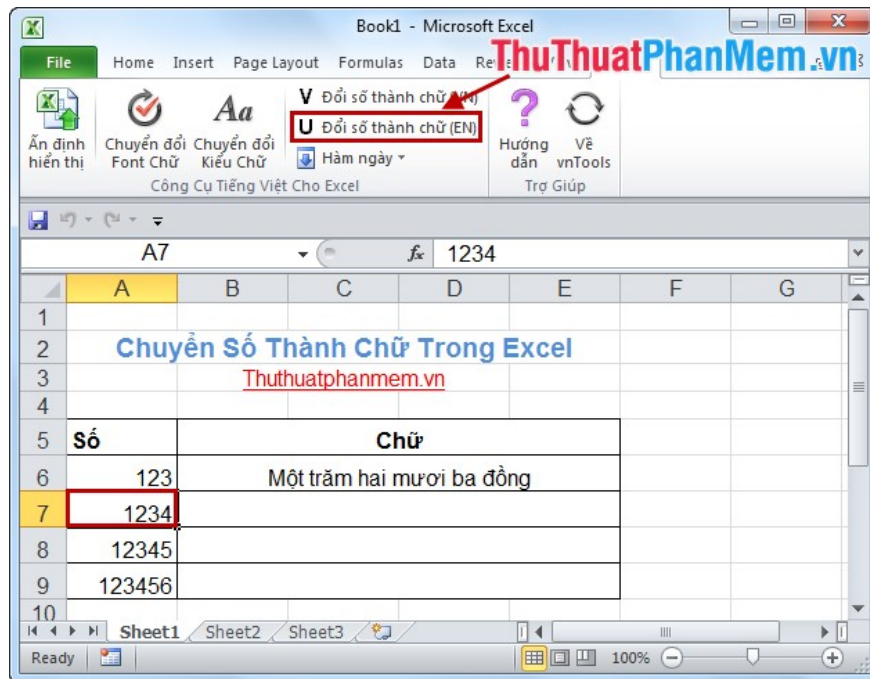


The result will be as follows:

Chuyển Số Thành Chữ Trong Excel	
Thuthuatphanmem.vn	
Số	Chữ
123	Một trăm hai mươi ba đồng
1234	
12345	
123456	ThuThuatPhanMem.vn

2. Convert to English.

You do the same as converting into words in Vietnamese but instead of choosing **vnTools** -> **Convert numbers to letters (VN)** , you select **vnTools** -> **Change numbers to letters (EN)** .



The following results:

Số	Chữ
123	Một trăm hai mươi ba đồng
1234	One thousand, two hundred thirty four VN dong
12345	
123456	

3. You can also use functions directly.

There are conversion functions as follows:

= **VND (number to be changed)**: change the number into words in Vietnamese.

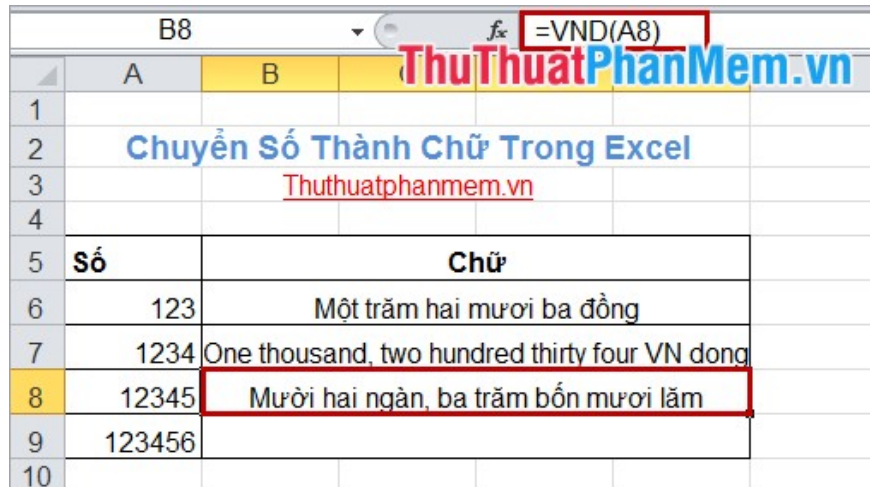
= **VND (number to be changed, true)**: change the number into Vietnamese with the word "dong" at the end of the word.

= **USD (number to be changed)**: change numbers into words in English.

= **USD (number to be changed, true)**: change the number into English words with the word "Dollar" at the end of the word.

For example: = VND (A8).

The result will look like this:



	A	B
1		
2	Chuyển Số Thành Chữ Trong Excel	
3	Thuthuatphanmem.vn	
4		
5	Số	Chữ
6	123	Một trăm hai mươi ba đồng
7	1234	One thousand, two hundred thirty four VN dong
8	12345	Mười hai ngàn, ba trăm bốn mươi lăm
9	123456	
10		

So with vnTools software, you can quickly add Add-in in Excel to help you convert numbers into letters quickly and accurately. Good luck!

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