

# 5 ways to convert numbers to words in Excel

During the process of processing and entering data into Excel spreadsheets, there will be data that you need to convert from numbers to words. To perform this operation quickly, instead of manually typing it in, you can use some of the tools described in the article below.

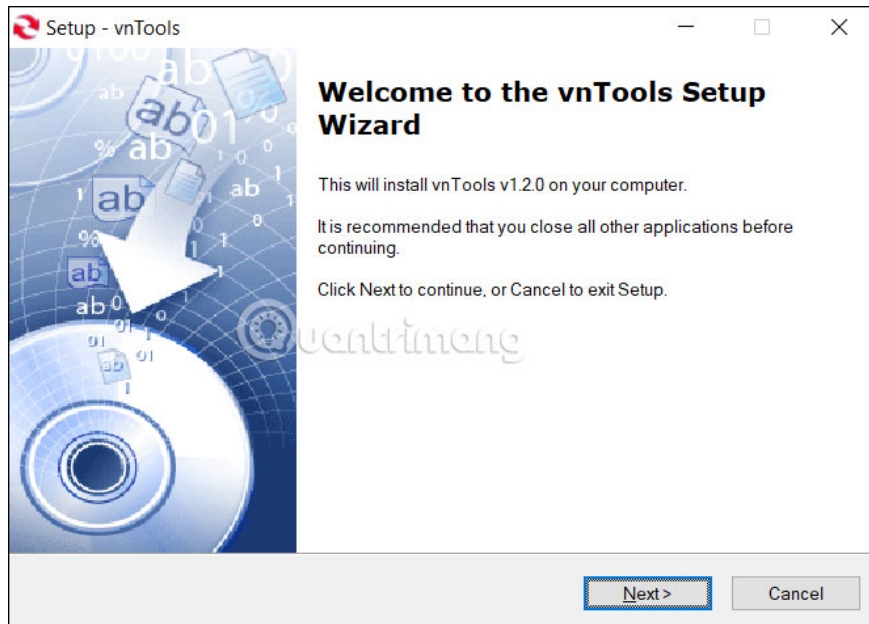
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## 1. How to convert numbers to words in Excel using vnTools

### Step 1:

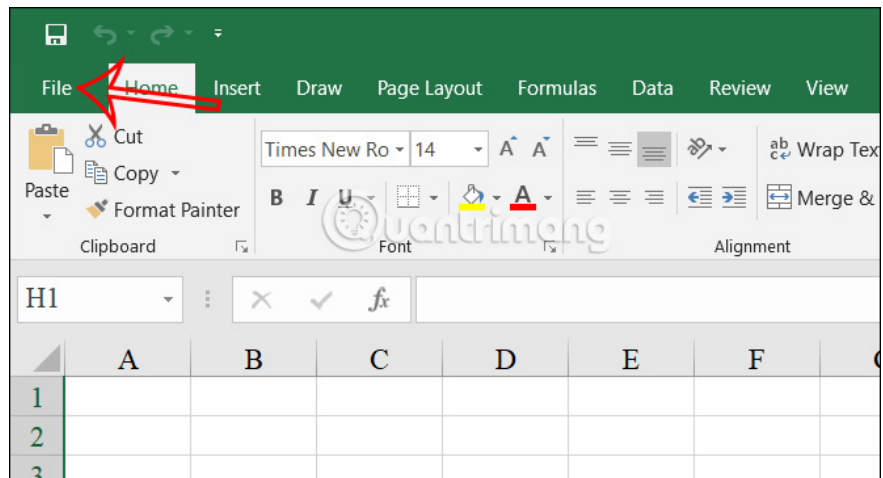
First, download the vnTools software to your computer using the link below, then proceed with the installation as usual.

1. Download the vnTools software.



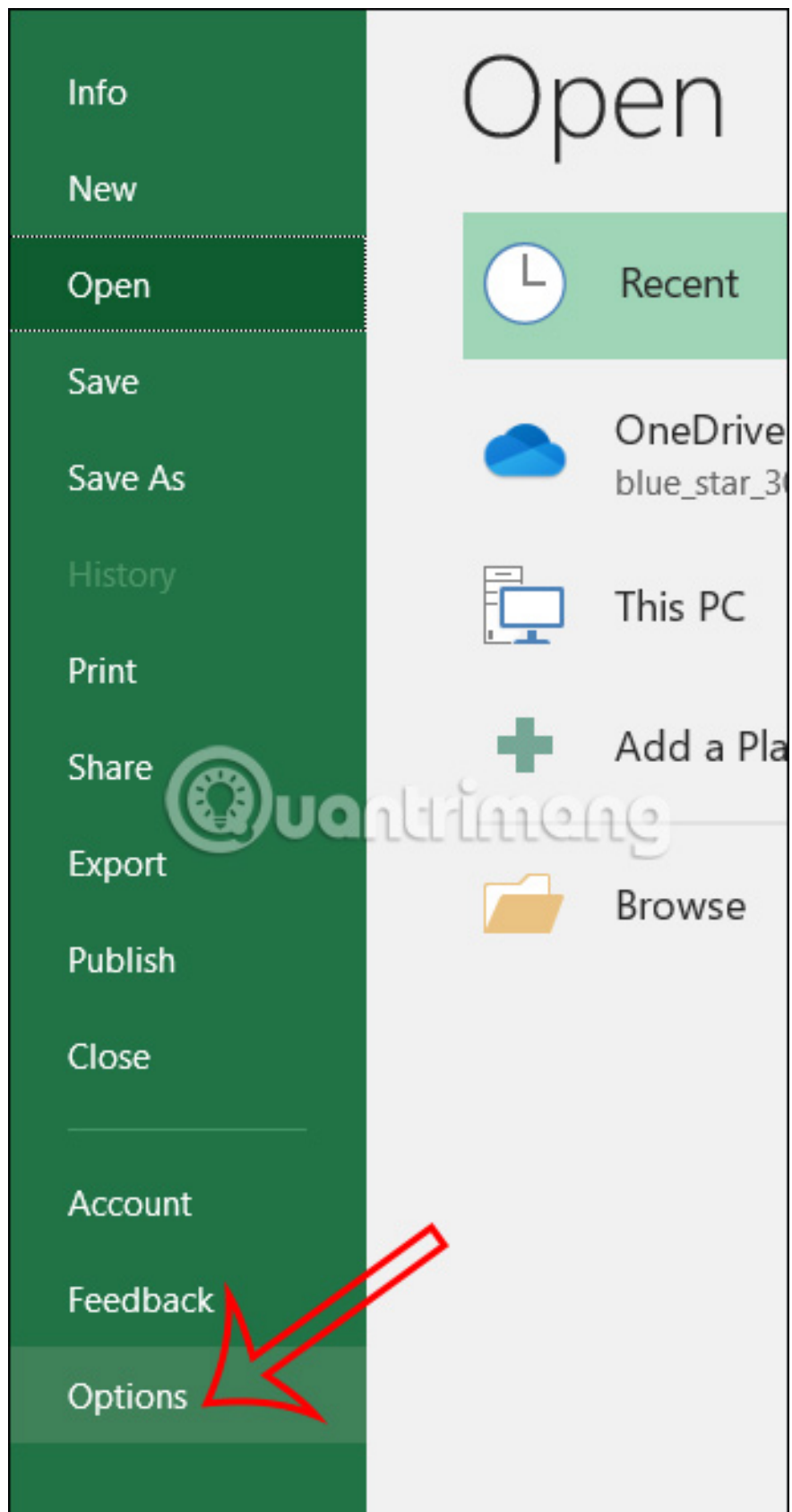
### Step 2:

After you have finished installing the software, open Excel and click on **the File menu** in the upper left corner of the screen.

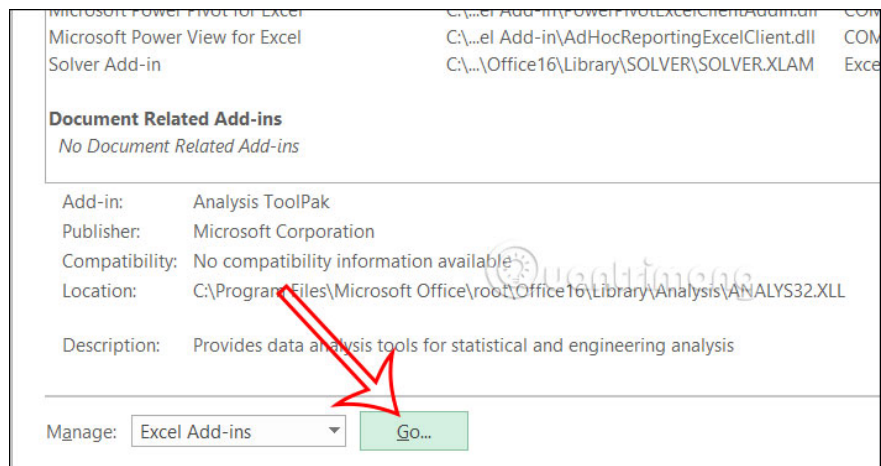


### Step 3:

Next, click on **Options** to open the list of customization options for Excel.

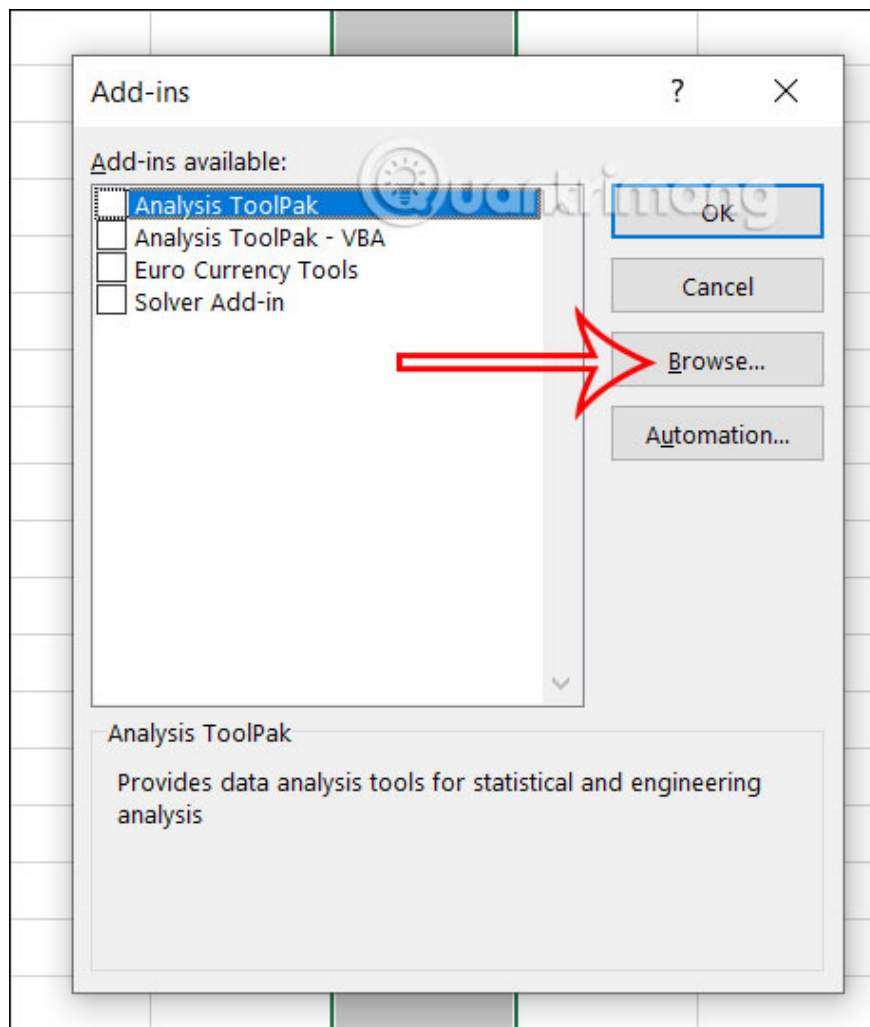


In the list of customizations, we **click on Add-ins** . Looking at the content next to it, in **the Manage section**, we select **Go...**



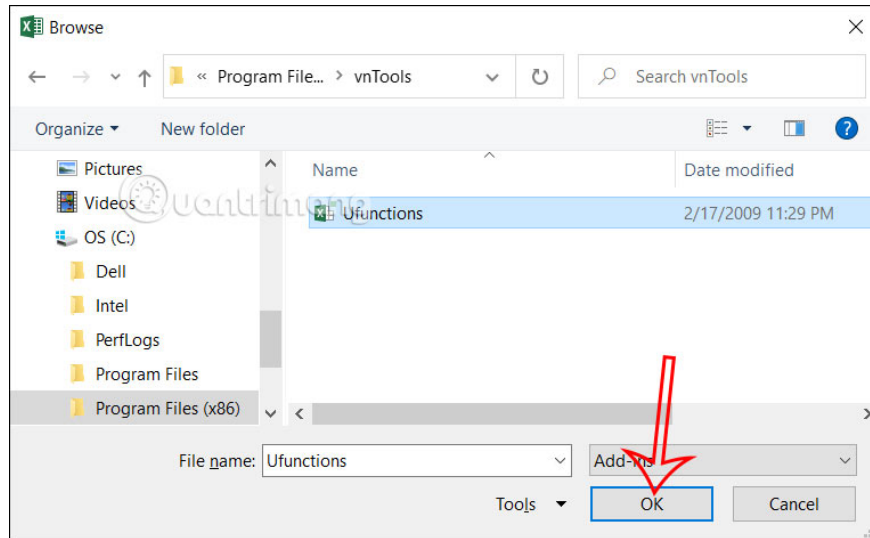
#### Step 4:

At this point, the Add-Ins window will appear, and we will **select Browse** .

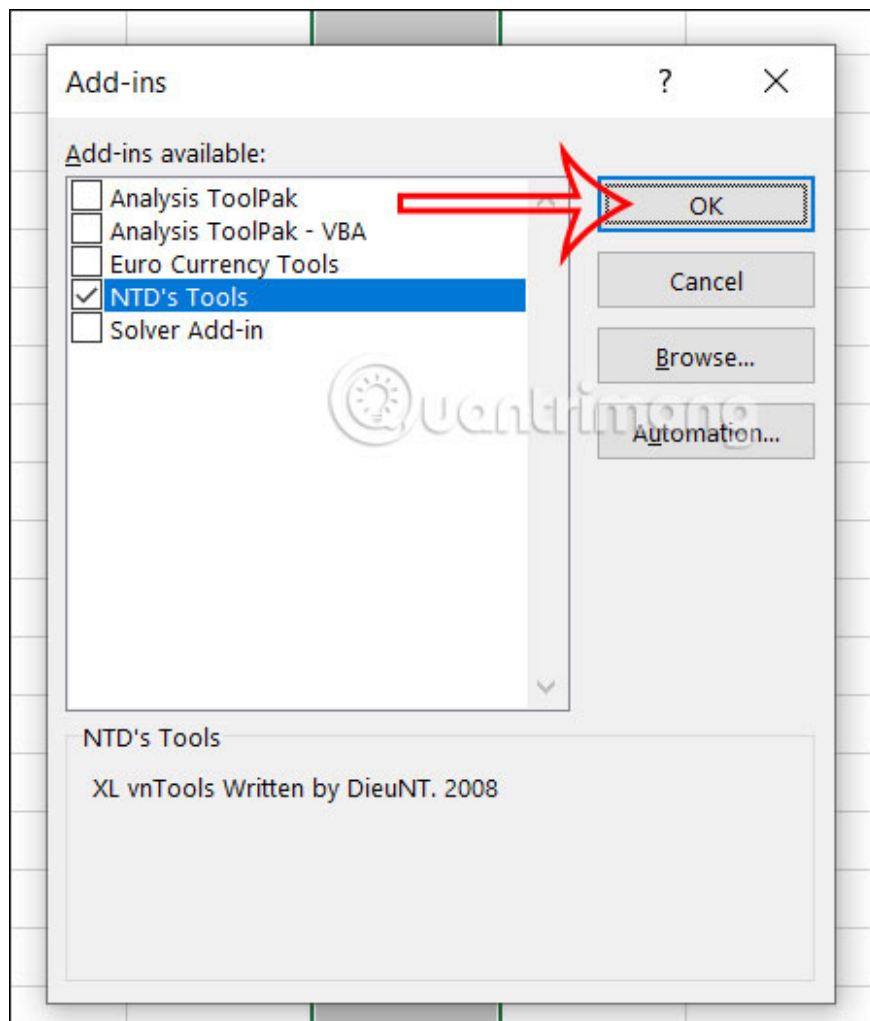


#### Step 5:

Navigate to the vnTools software folder, **select the Ufunctions file** , and then click OK.

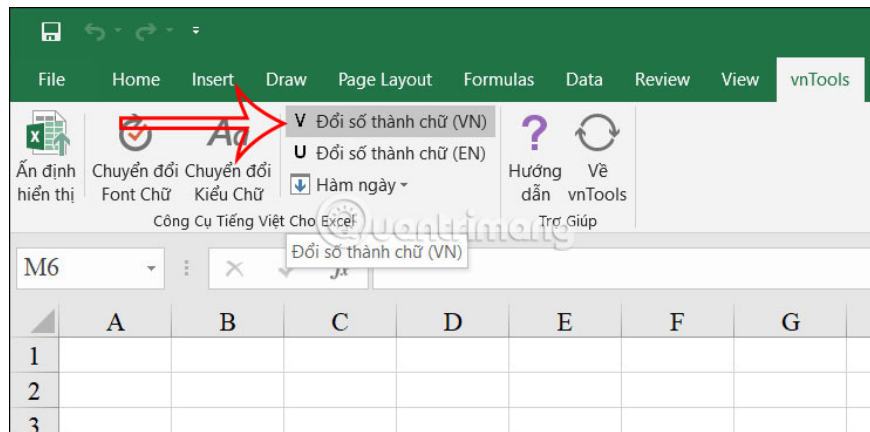


You will now see **the Ufunctions add-in** . Select it and click OK to use this add-in in Excel.



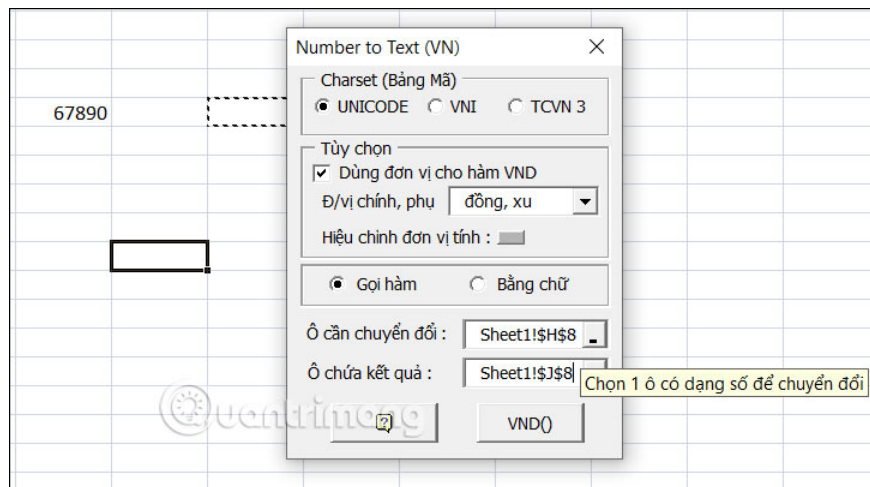
**Step 6:**

Return to the Excel interface, **click on the vnTools tool** you just added, then scroll down and select "**Convert Numbers to Words**".



A table will then appear allowing you to select the content you want to convert. In the **cell you want to convert**, **click on the cell containing the numerical value you want to convert to words**, and the cell containing the result will be the cell showing the result after converting the number to words .

After entering the number, **press VND** to convert it to words.



The result is that we convert the number into words as shown in the image below.

H	I	J	K	L	M	N
	67890	Sáu mươi bảy ngàn, tám trăm chín mươi đồng				

## 2. How to convert numbers to words in Excel using the =VND function

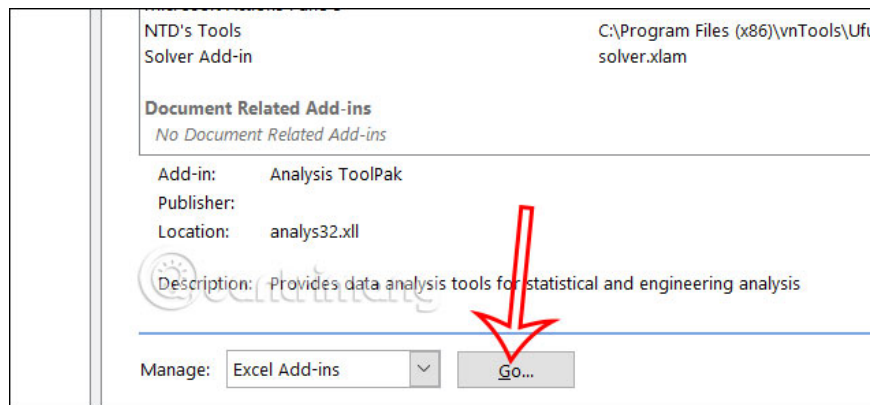
### Step 1:

First, download the Excel file from the link below to your computer as usual.

1. Download VND add-ins file

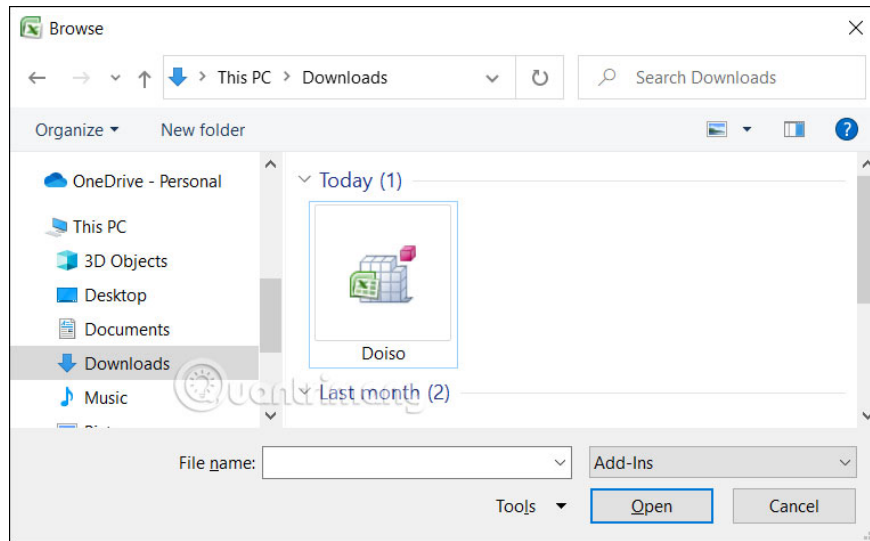
### Step 2:

Open Excel, then click Options, and select Add-Ins. Next, look at the content next to it and click Add-Ins. Look at the content next to it again, under Manage, select Go...

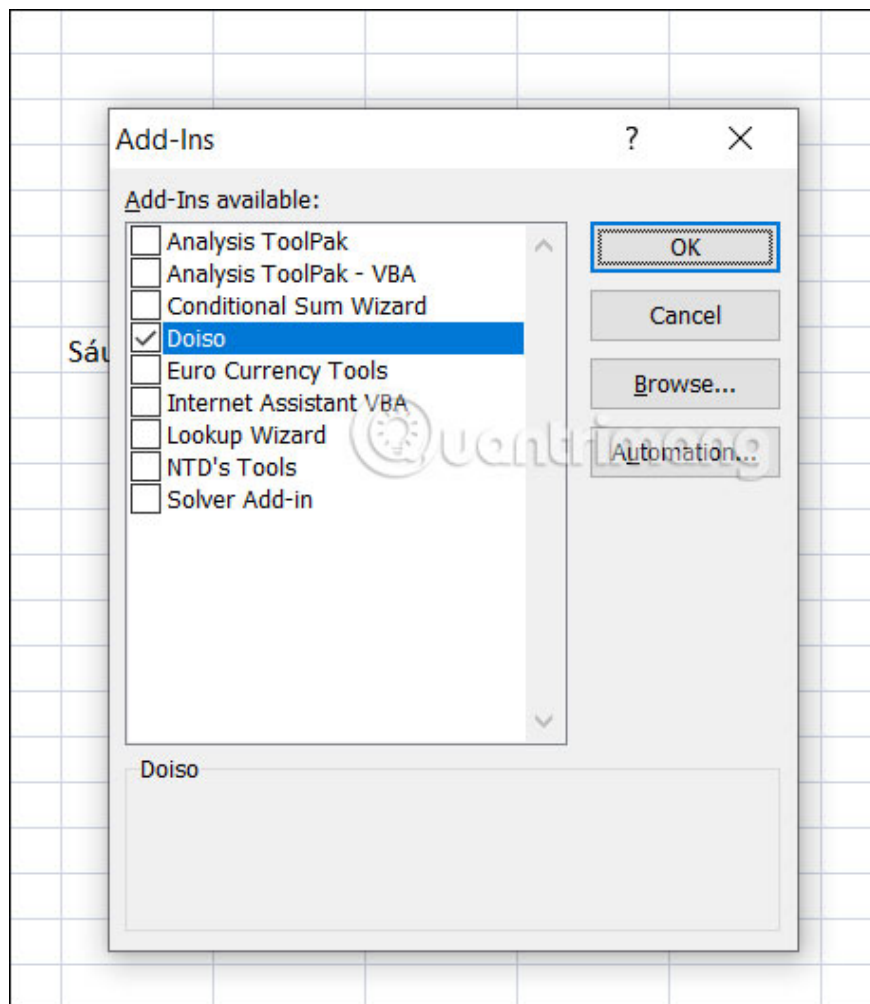


### Step 3:

A new window will appear; click **Browse to upload the add-in file** . We will select **the Doiso file** .

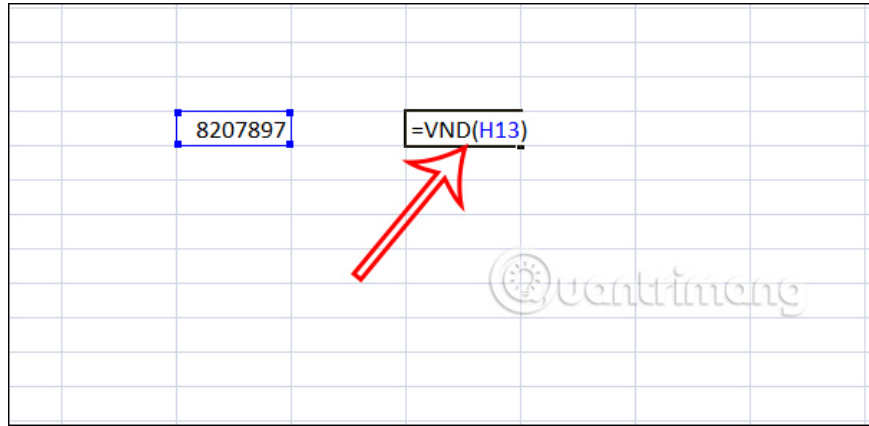


Now, click on the Doiso file in the Add-Ins window and then click OK.

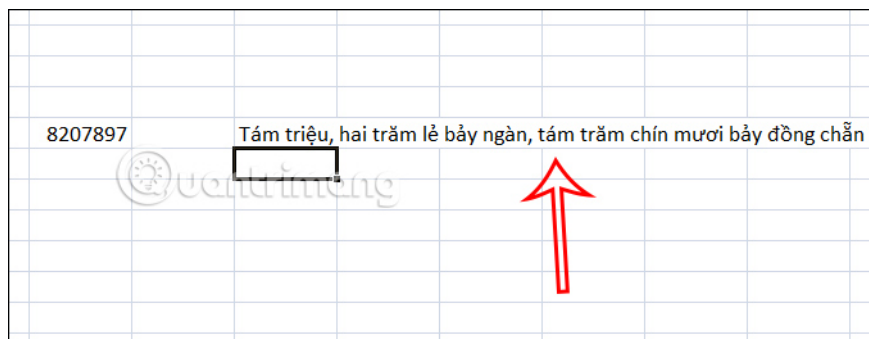


#### Step 4:

After adding the In-Ins, enter the following function to convert the number to money: Function syntax: **=VND(Number\_to\_convert)** .



Then you will also see the amount in words as shown below.



### 3. Use add-ins to convert numbers to words in Excel.

#### Step 1:

You can download the add-in using the link below.

<https://www.fshare.vn/file/GUPQAVCTR52M?token=1743407251>

Next, in the Excel interface, the user **clicks on File** , then clicks on **More** , and then selects **Options** .



Info

New

Open

Save

Save As

History

Print

Share

Export

Publish

Close

Account

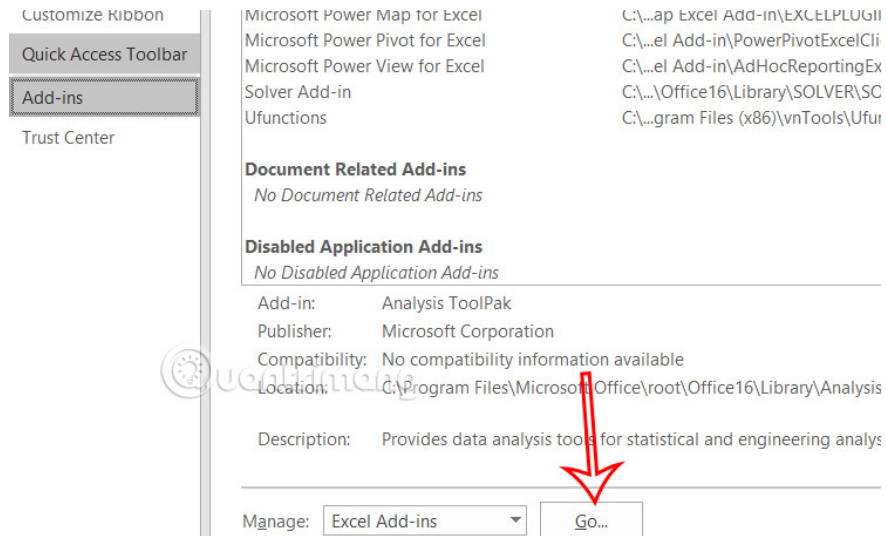
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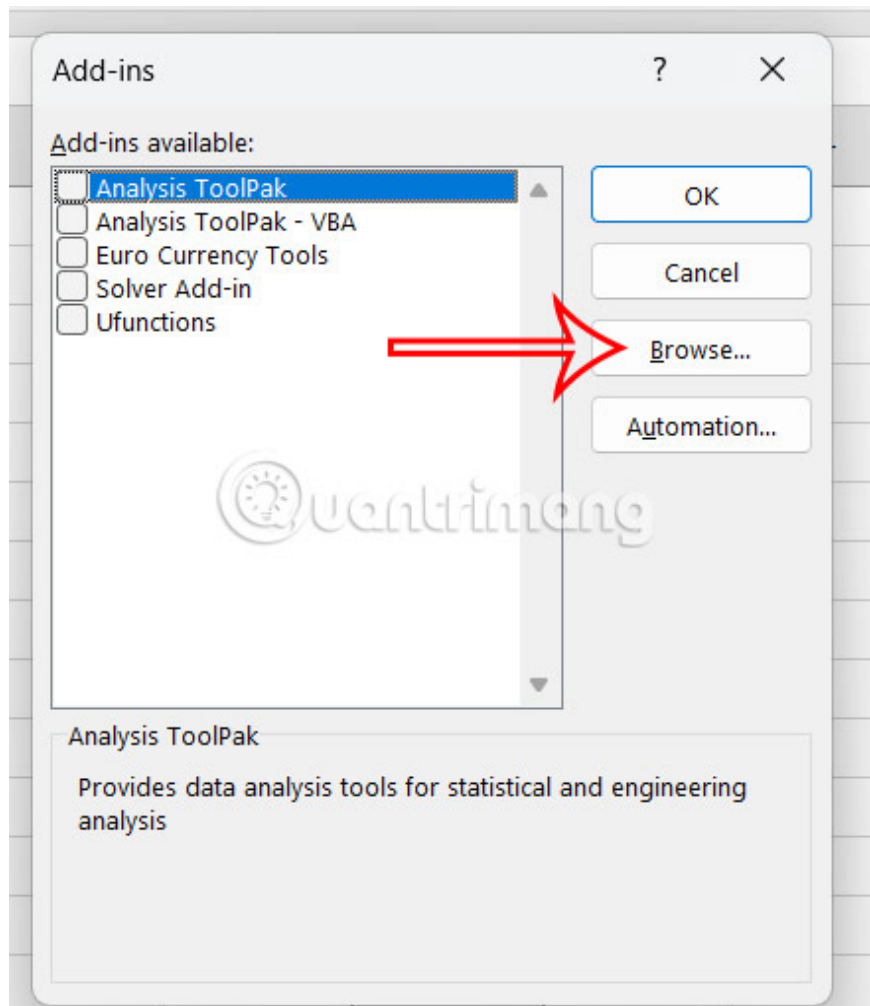
## Step 2:

To proceed to the next interface, the user **selects Add-In** from the left-hand menu, then looks to the right side, and under **Manage** selects **Go...**



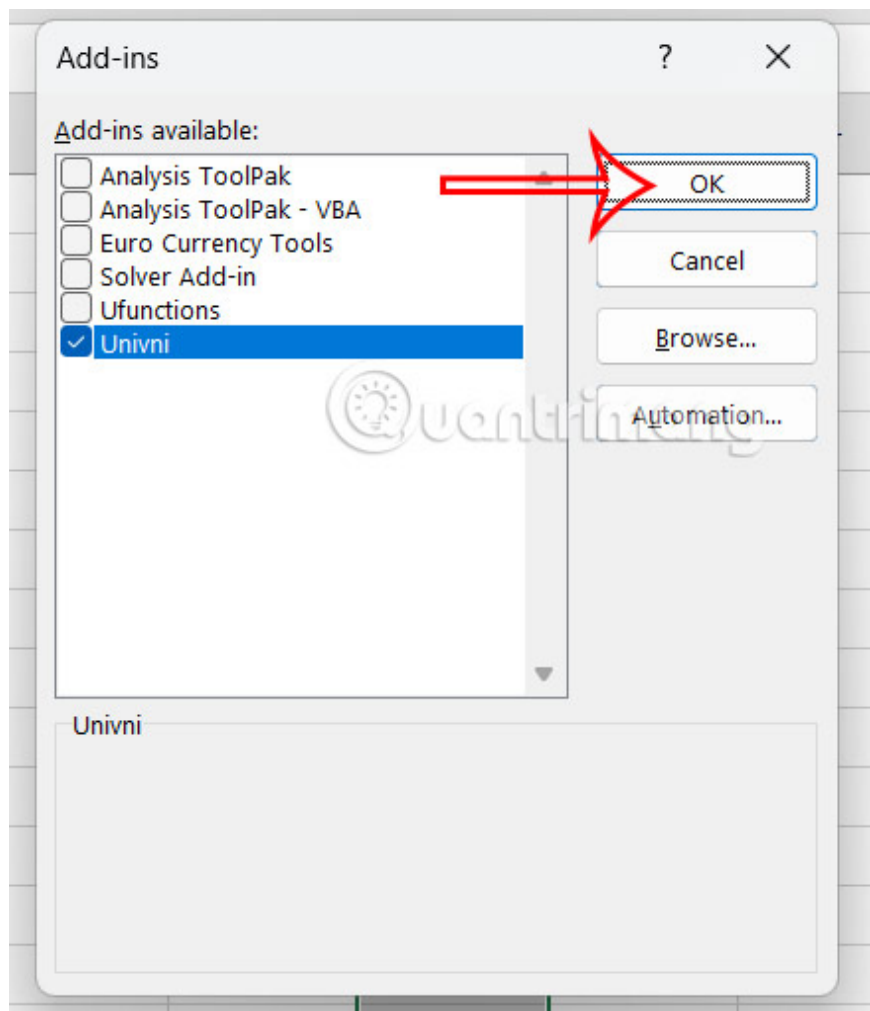
## Step 3:

The interface will appear in the folder; the user **clicks Browse and locates the newly downloaded Add-Ins file** to proceed with the installation.



**Step 4:**

Select **the add-ins** and then click OK to save and use them.



Now you need to use the following functions to convert numbers to words in Excel:

1. If your computer uses Unicode fonts, use the function: =UNI(Amount)
2. If your computer uses the VNI font, use the function: =VNI(Amount)

=Uni(E4)

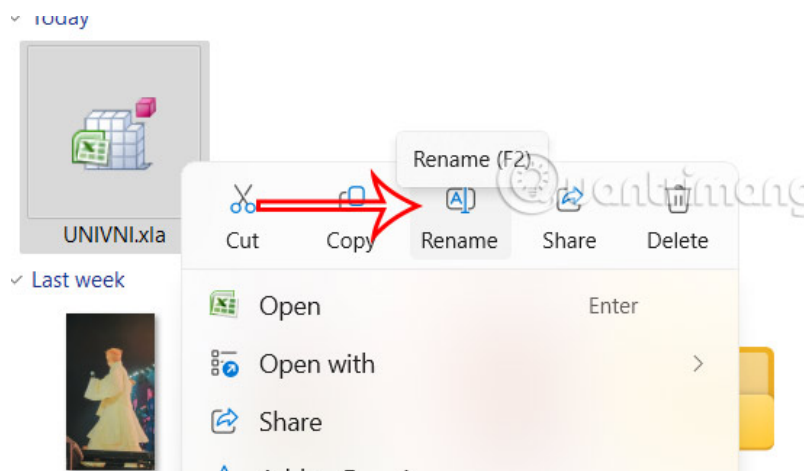
D	E	F
	Số	Chữ
	275	=Uni(E4)
	432106	
	70000	

The result is the data converted from numbers to words shown below.

=Uni(E5)			
D	E	F	G
	Số	Chữ	
	275	Hai trăm bảy mươi lăm đồng	
	432106	Bốn trăm ba mươi hai nghìn một trăm linh sáu đồng	
	70000	Bảy mươi nghìn đồng	

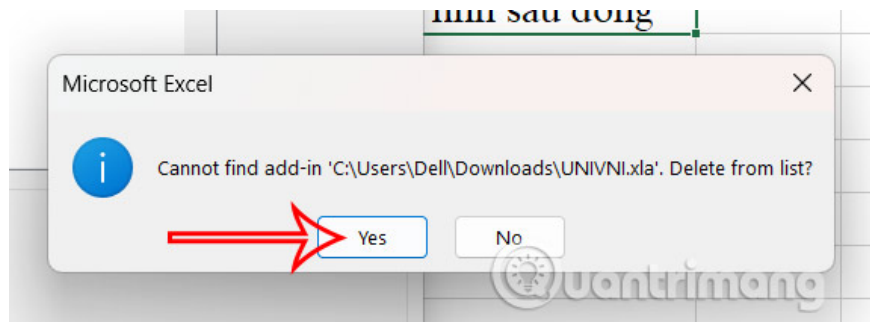
### Step 5:

To remove add-ins installed in Excel , open the add-in file you want to delete and then rename it or move the file to a different folder .



### Step 6:

Next, open the Excel file, move your mouse to the Add-Ins file management section in Options, and uncheck **Add-Ins to permanently delete it** . Click **Yes** to completely delete the file.



## 4. Convert numbers to words using the Acchelper app.

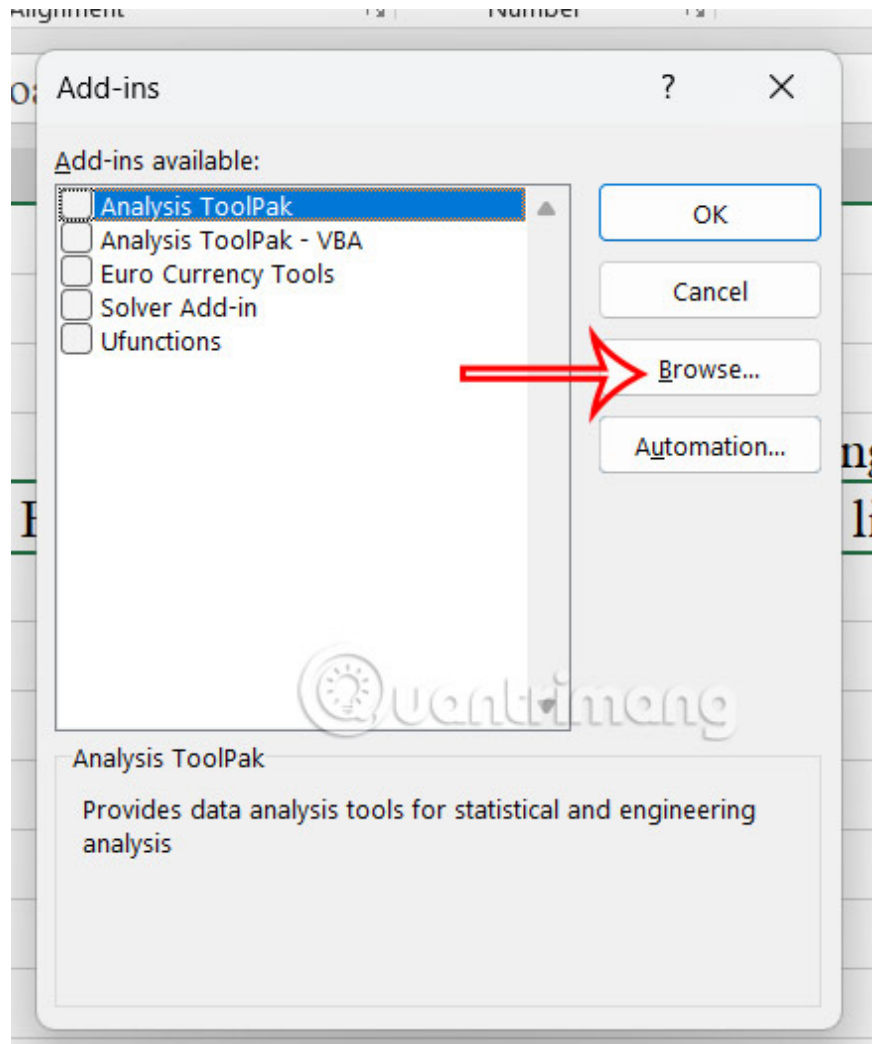
### Step 1:

We can also download the Acchelper app using the link below. After downloading, proceed with the installation as usual.

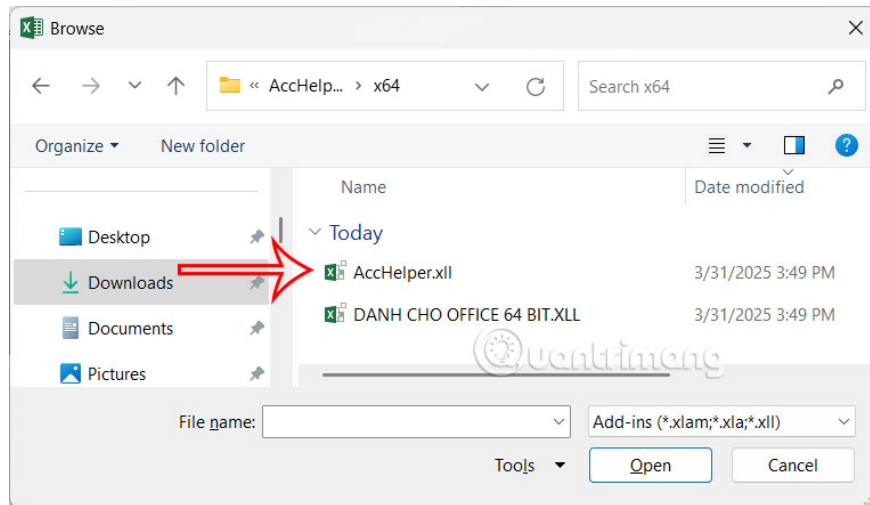
<https://www.mediafire.com/file/xk8kz15hfn8kyq1/AccHelper.zip/file>

### Step 2:

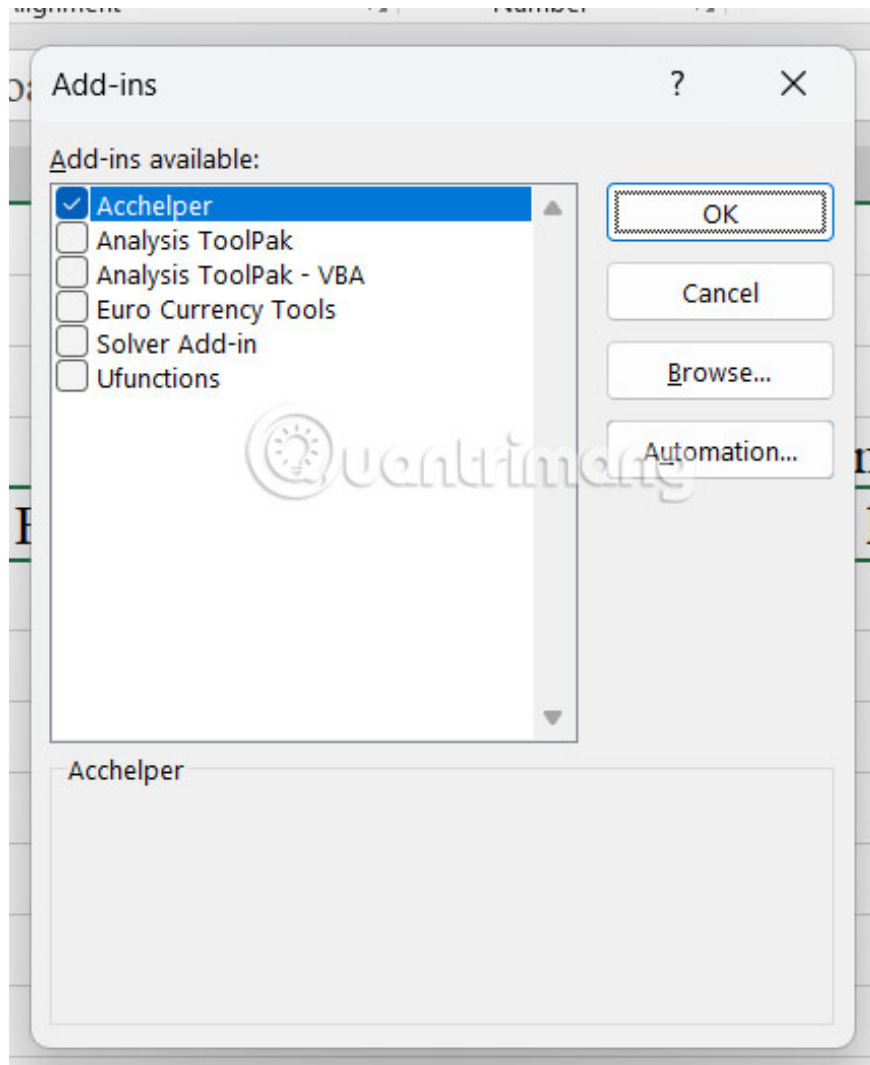
In Excel, click File, then select **More > Options** . Next, click **Add-Ins** on the left side, then on the right side click **Manage > Go > Browse** .



Select the **AccHelper** file and click OK. If you are using Office 64-bit, select the x64 folder.



Select the Acchelper file and click OK.



**Step 3:**

Here, you can use the function =VND(number to convert).

Alignment			Number			Styles		
=VND(E9)								
D	E	F TipsMake						
	648070	Sáu trăm bốn mươi tám ngàn không trăm bảy mươi đồng chẵn.						

## 5. How to convert numbers to words in Excel without add-ins

There's also another way to convert numbers to words without using add-ins. Follow the detailed instructions in the article below.

1. How to convert monetary amounts to words in Excel, without add-ins, supporting both 32-bit and 64-bit Excel .

You finished reading the article "**5 ways to convert numbers to words in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.