

How to read the amount in words in Excel

How to read the amount in words in Excel. In the process of working and processing data in Excel, you need to convert the amounts into words in Excel. If the list of amounts needs to be converted to low letters, you can enter the word for the amount.

In the process of working and processing data in Excel, you need to convert the amounts into words in Excel. If the list of amounts needs to be converted to low letters, you can enter the word for the amount. But if the list of amounts needs to be converted to a lot of letters, then manually entering the amount of money will take a lot of time and be confusing. The following article will guide you how to read the amount in words in Excel fastest and most accurate.

	A	B	C	D	E	F	G	
1	ĐỌC SỐ TIỀN BẰNG CHỮ TRONG EXCEL							
2	<u>thuthuatphanmem.vn</u>							
3								
4								
5			1255000					
6								
7								
8		Một triệu, hai trăm năm mươi lăm nghìn đồng.						
9								
10								
11								
12								
13								
14								
15								

Here's how to read the amount in words in Excel, please follow along.

Use the Add-ins

If you use on Excel 2010 or on Windows 32 bit, then you use the Add-in VnTools to transfer the amount in words, you see how to install and use VnTools here <http://TipsMake.vn/doi-so-bars-cycle-in-excel/>

But if you use 64-bit operating system or Excel 2016, then when you still install VnTools but when using it will get the error '*Cannot run the macro 'SetFuncShow' . The macro may not be available in this workbook or all macros may be disabled.*' Then you should switch to using the office support add-in of author Nguyen Thanh Hai.

This office support kit not only helps you to read the amount in words but also supports you a lot of useful utilities:

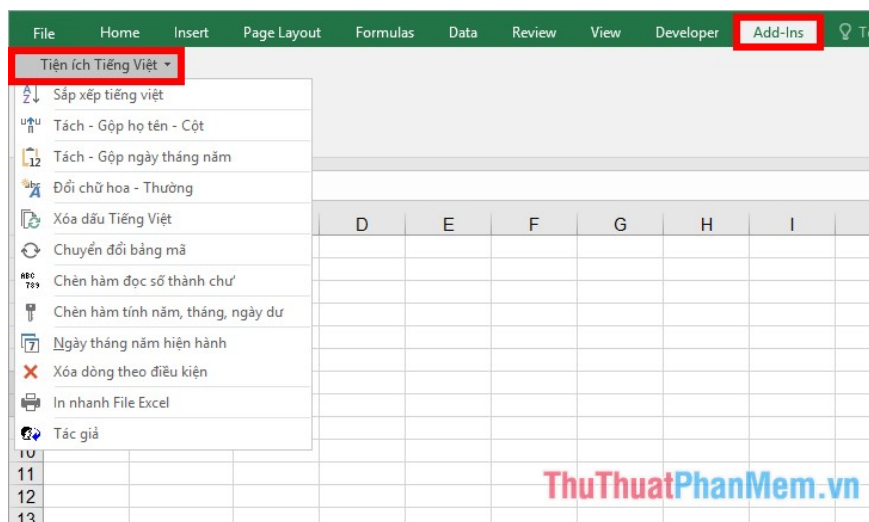
1. Sort Vietnamese.
2. Split, merge names, columns.
3. Split, merge dates.
4. Convert uppercase - lowercase.
5. Delete Vietnamese accents.
6. Convert encoding.
7. Insert the function to calculate the year, month, day excess.
8. Delete lines by condition.
9. Quick printing of Excel File.

Download the utility here:

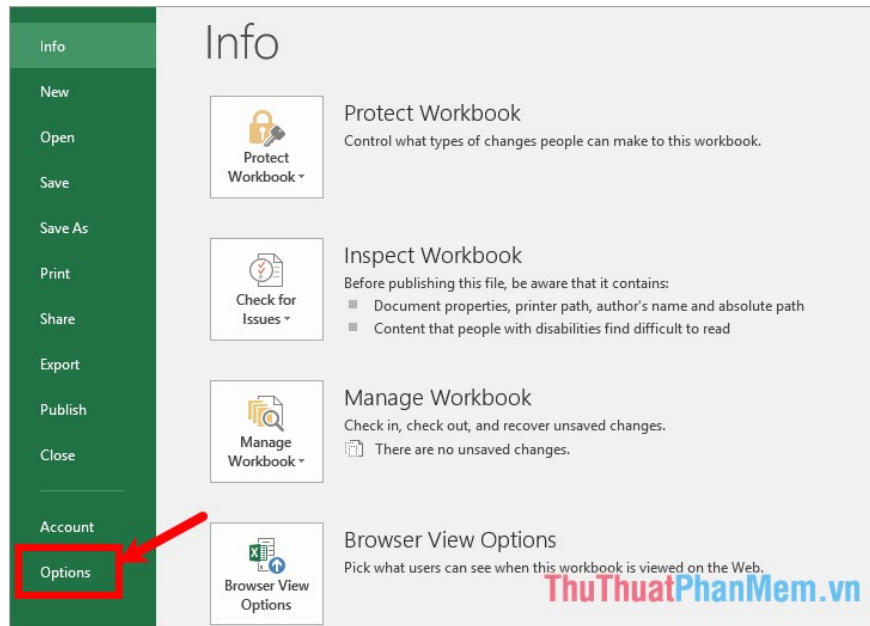
setup.exe

Install Add-In

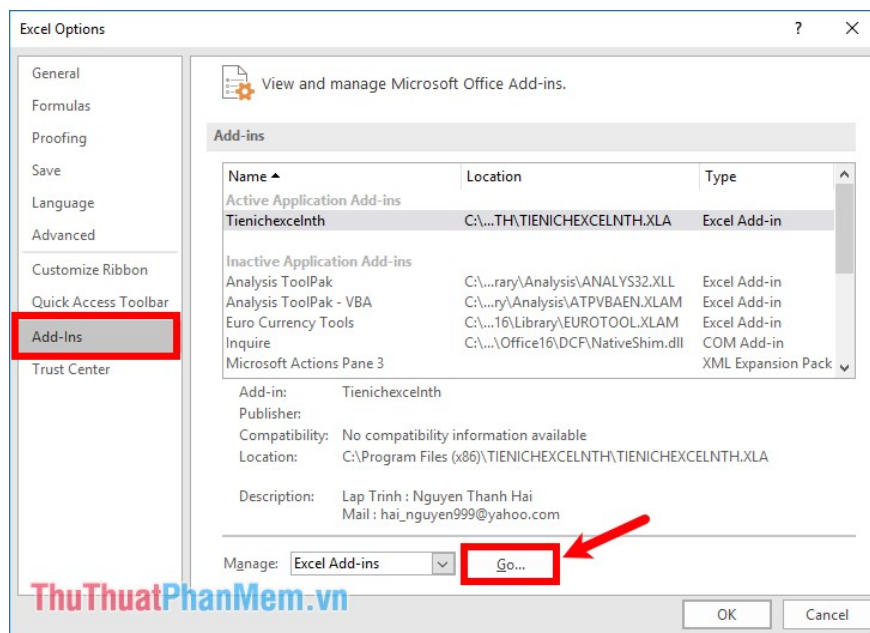
1. After downloading the utility to your computer, extract and click the .exe utility to install the utility on your computer.
2. Open Excel File, **Add-In** will automatically add to **Add-Ins** tab .



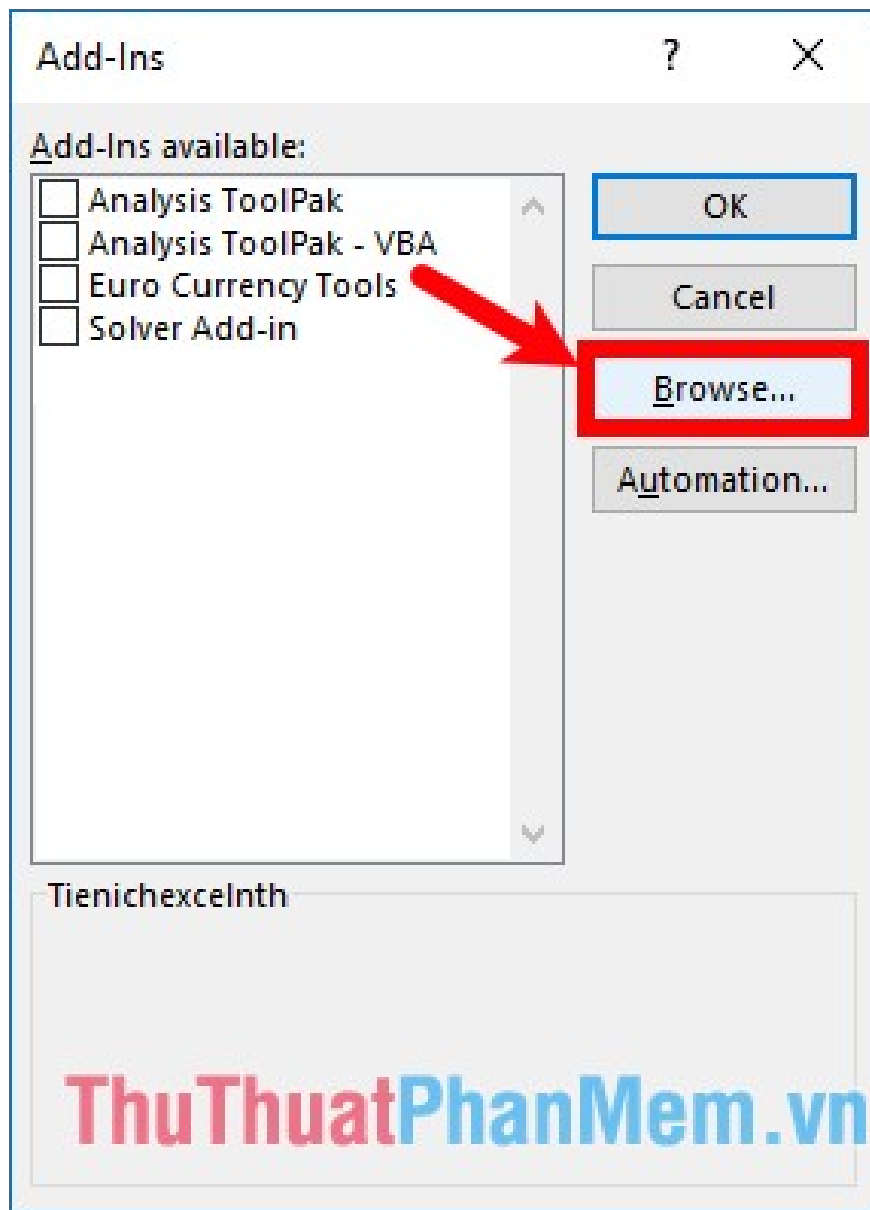
3. If Excel does not set itself on the **Add-Ins** tab, then choose **File -> Options**.



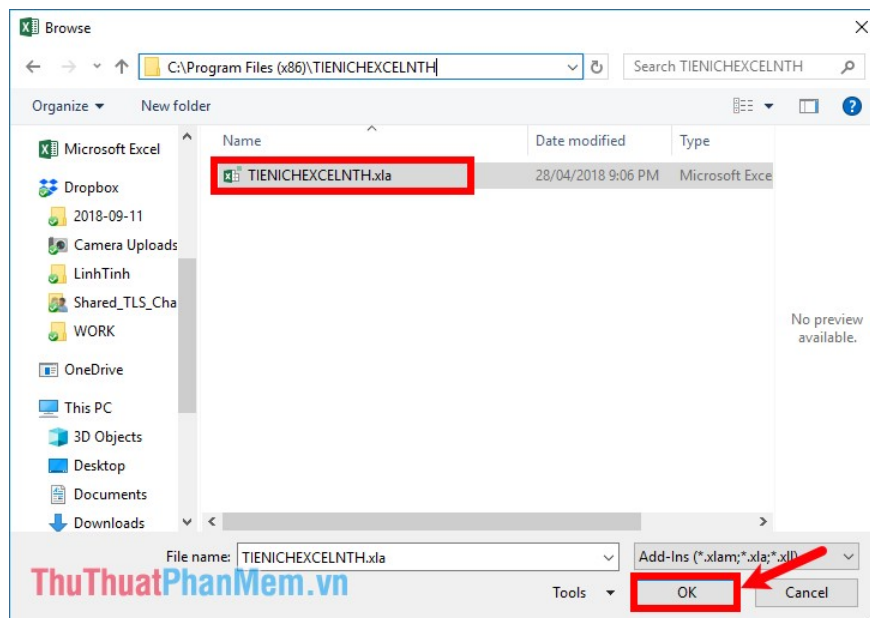
4. In **Excel Options**, select **Add-Ins** in the **Manage** section, select **Excel Add-Ins** and select **Go** .



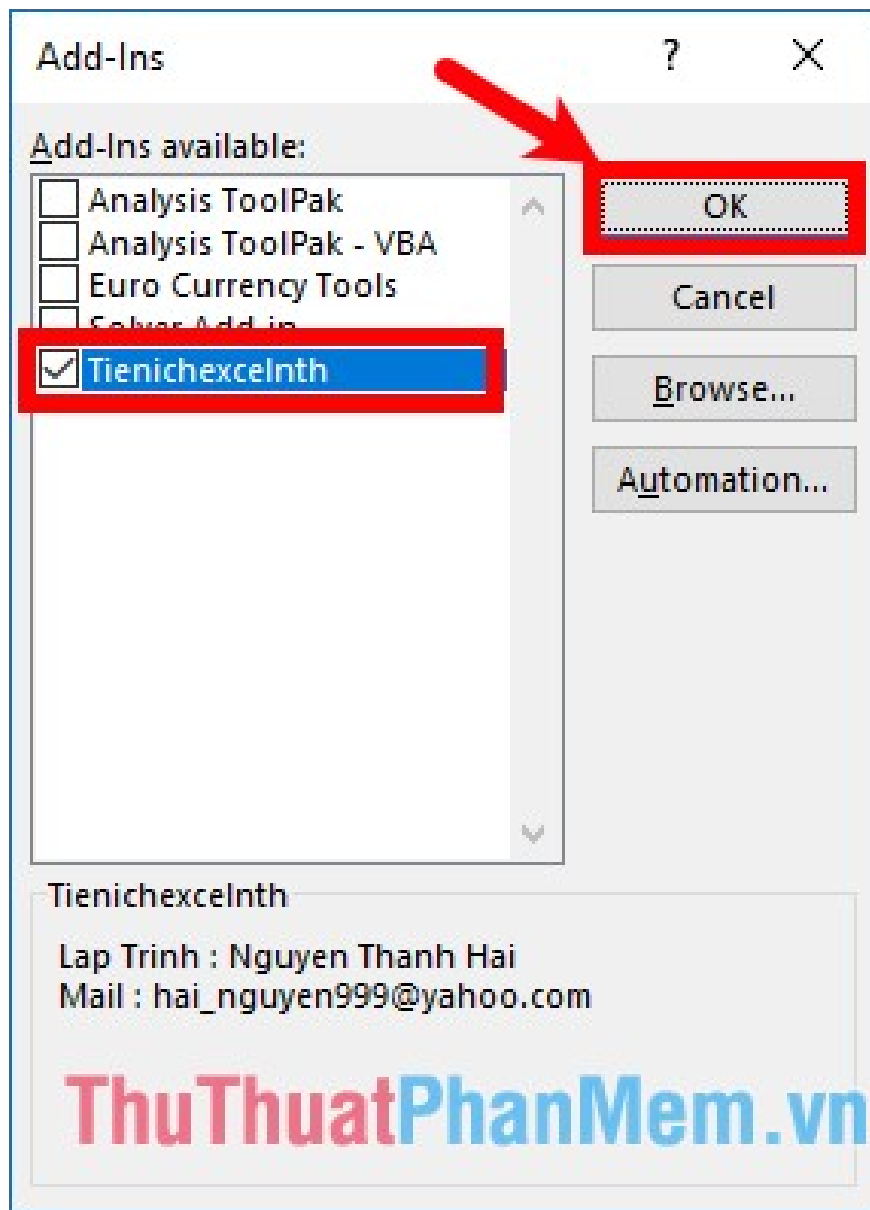
5. The **Add-Ins** dialog box appears, select **Browse** .



6. On the **Browse** window , select the folder containing the installation file (for example, for a 64-bit version, select **C: Program Files (x86) TIENICHEXCELNTH**) and select the file **TIENICHEXCELNTH.xla** and select **OK** .



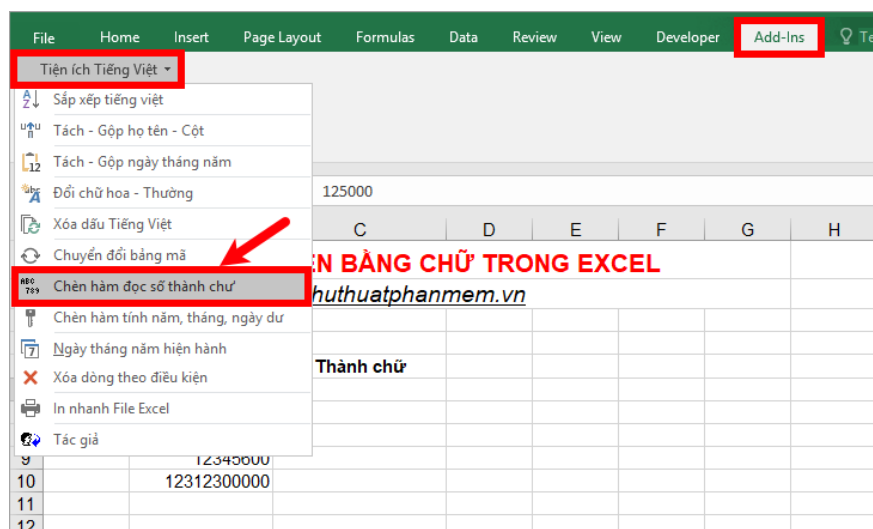
7. Go back to the **Add-Ins** dialog box, you have to tick the **Tienichexcelnth** box and select **OK** to add the utility to excel.



How to use the Add-In

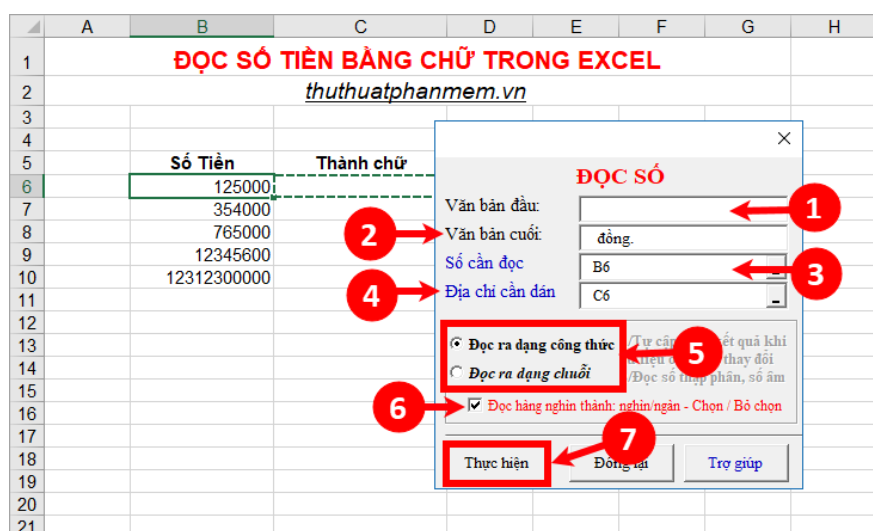
After you have added the Add-In to Excel, you begin to transfer the amount in words as follows:

Step 1: Select the cell containing the amount to convert into letters, next you choose **Add-Ins -> Vietnamese Utilities -> Insert function to read numbers into letters.**



Step 2 : The **READING** dialog box appears , you set some options:

1. **First text:** here you set the text string before reading numbers in words.
2. **Last text :** here you can set the end of the text after reading the number in words.
3. **Number to read :** select the cell containing the amount to convert to letters.
4. **Address to paste :** select the box to paste the text string after reading the amount in words.
5. Select **Read out as formula** (will display the formula when you select the crossword, select this section if you want to copy the formula to read more numbers into words because it will automatically update the results when the source cell data changes. convert), **Read out as string** (only shows the text string after reading the amount in words).
6. If you want along thousands to thousands, then select the red text, otherwise you uncheck it first.
7. Click **Done** so the function that reads the amount in words starts execution.



So in the box you select in the **Address to paste** will appear the words read from the original amount.

		ĐỌC SỐ TIỀN BẰNG CHỮ TRONG EXCEL					
		thuthuatphanmem.vn					
Số Tiền	Thành chữ						
125000	Một trăm hai mươi lăm nghìn đồng.						
354000							
765000							
12345600							
12312300000							

If you need to convert a lot of money into words, then in (5) above you choose **Read out as a formula**. So when you copy the formula down the lines below, the cells containing other amounts will also be read the amount into words.

		ĐỌC SỐ TIỀN BẰNG CHỮ TRONG EXCEL					
		thuthuatphanmem.vn					
Số Tiền	Thành chữ						
125000	Một trăm hai mươi lăm nghìn đồng.						
354000	Ba trăm năm mươi tư nghìn đồng.						
765000	Bảy trăm sáu mươi lăm nghìn đồng.						
12345600	Mười hai triệu, ba trăm bốn mươi lăm nghìn, sáu trăm đồng.						
12312300000	Mười hai tỉ, ba trăm mười hai triệu, ba trăm nghìn đồng.						

Note: Because this is a Vietnamese utility, it will not convert the amount into English like the VnTools add-in.

So just by using the Add-in in Excel, you can quickly read the amount in words in Excel. For those of you who are accountants or offices who often have to work with a lot of money, using such utilities will save you a lot of time. Good luck!

You finished reading the article "**How to read the amount in 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.