

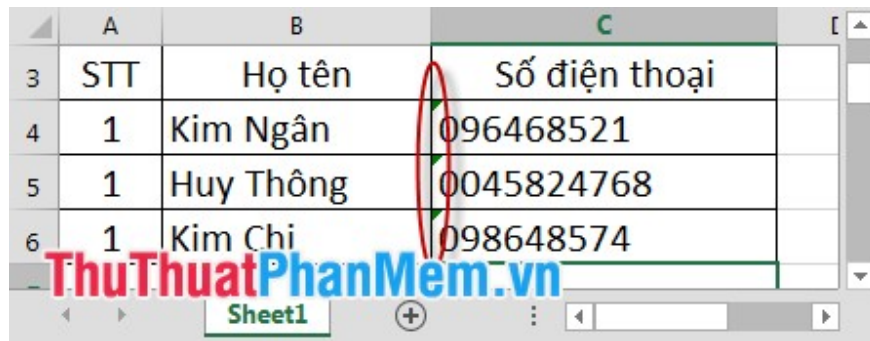
How to write leading zeros in Excel

In Excel, it is not possible to write zeros before a sequence of numbers. But in practice with some work, writing a zero at the beginning of the sequence is required. The following article will guide how to write leading zeros.

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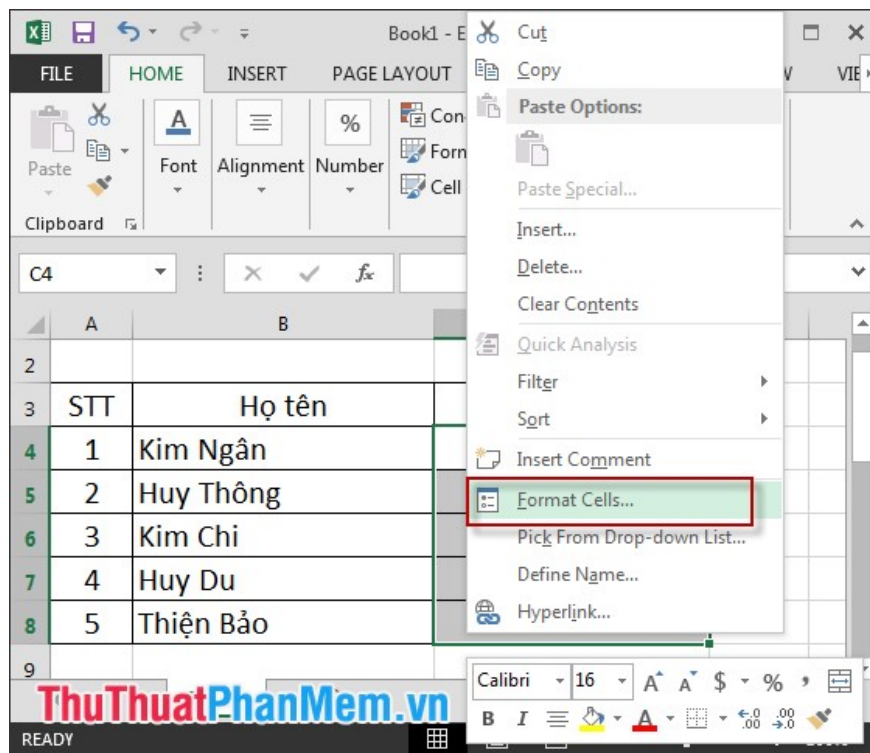
Method 1: Enter apostrophes before the number sequence to enter.

Excel automatically removes the quotes, but there is a blue triangle warning above.

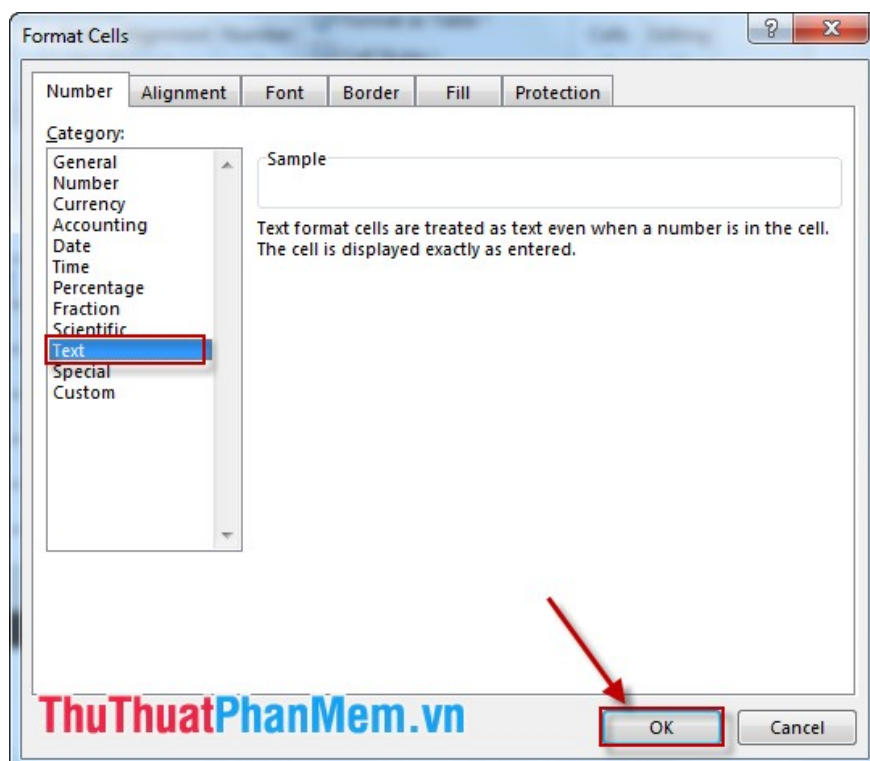


Method 2: Choose a column format of type Text.

Step 1: Select the column to create numbers 0 -> Right-click -> Select **Format Cells** .



Step 2: The **Format Cells** dialog box appears. At **Category** -> select **Text** -> **OK** .



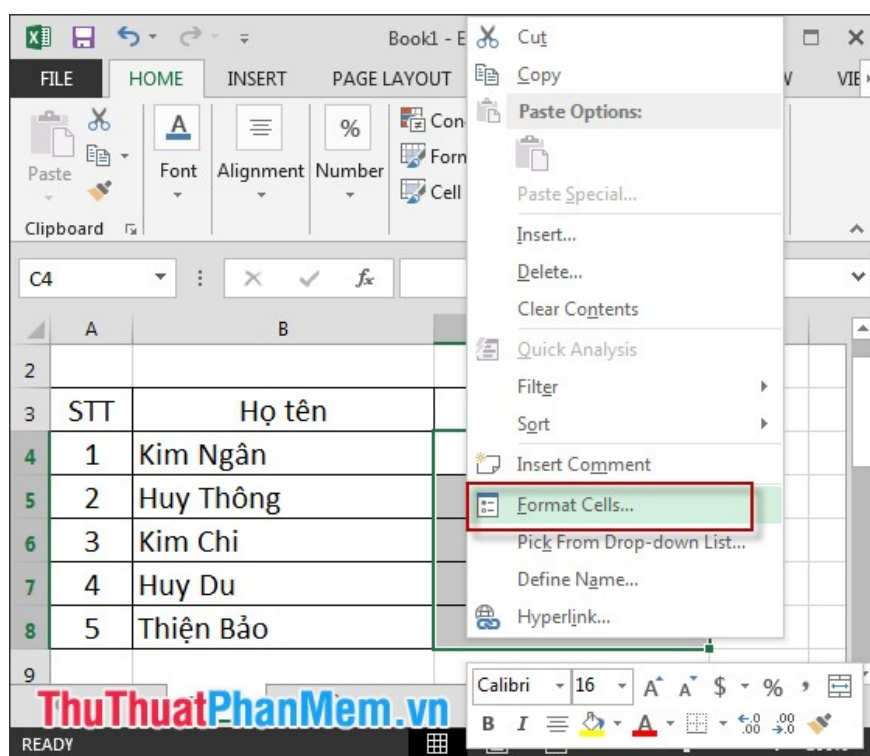
The result when you enter the leading zero does not disappear.

	A	B	C	D
2				
3	STT	Họ tên	Số điện thoại	
4	1	Kim Ngân	0000000000	
5	2	Huy Thông	04689728256	
6	3	Kim Chi	00000101210	
7	4	Huy Du	01201201201	
8	5	Thiện Bảo	01245000012	
9	ThuThuatPhanMem.vn			

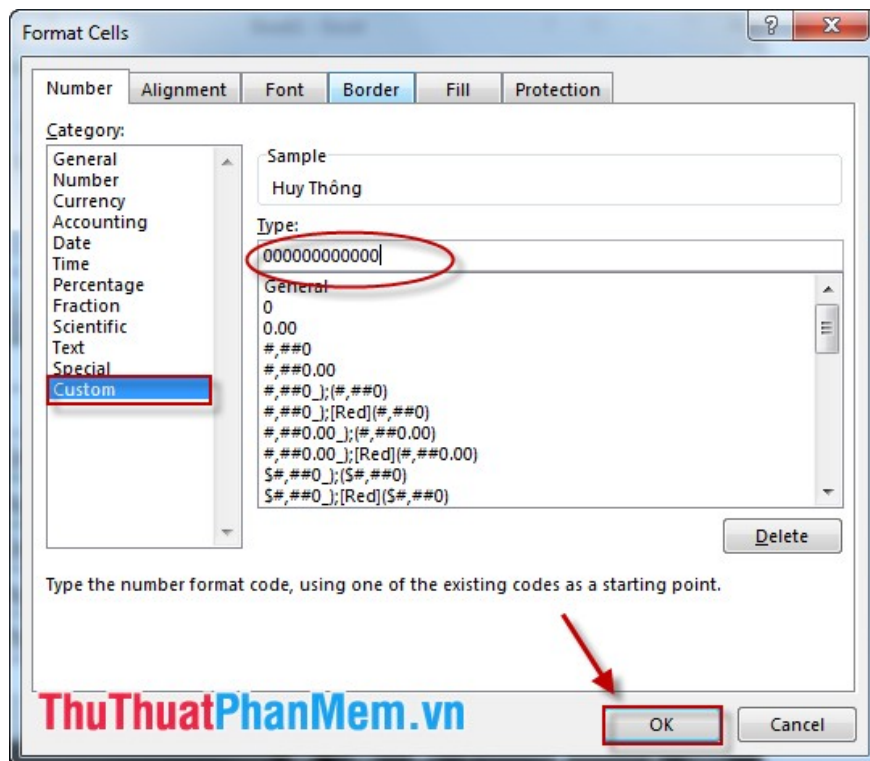
Method 3: Use Custom.

For example: The rule has 10 digits if the value is only 5 digits then the first 5 digits enter is 0. If there are 9 digits, the first digit enters 0 -> Please follow this way:

Step 1: Select the column to write 0 -> Right-click -> **Format Cells** .



Step 2: A dialog box appears, select **Custom** -> Item **Type** enter the number of digits 0 you want to display (assuming choose 12) -> **OK** .



Result:

	A	B	C	D
2				
3	STT	Họ tên	Số điện thoại	
4	1	Kim Ngân	000000000123	
5	2	Huy Thông	000000142389	
6	3	Kim Chi	000000145789	
7	4	Huy Du	013456784658	
8	5	Thiện Bảo	123478963214	

If you enter 3 digits, Excel automatically inserts $12 - 3 = 9$ leading zeros in front of it. Enter the number with 11 digits => with 1 leading zeros. If you enter 12 digits, no leading zeros are displayed.

Good luck!

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