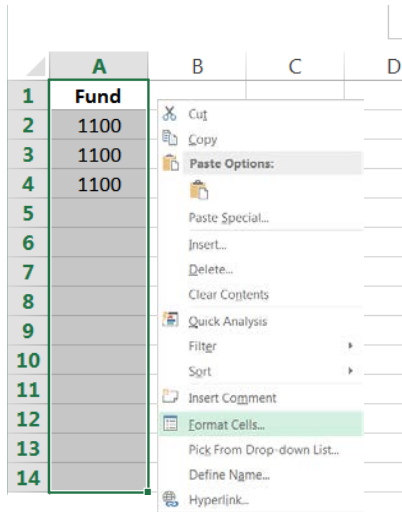


## How to Keep Leading Zeros in Excel

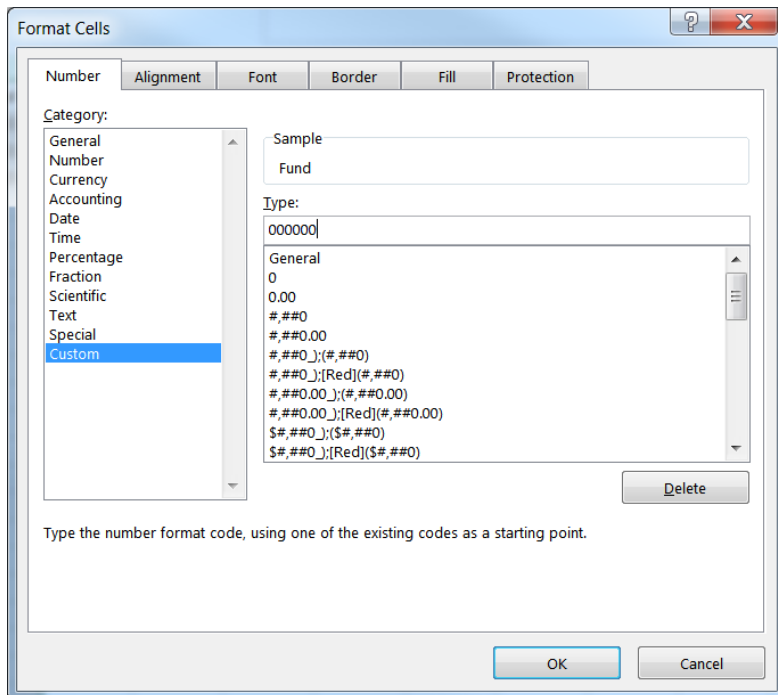
When you enter numbers into Excel that contain leading zeros, such as Fund 001100, it may show as Fund 1100. To keep the leading zeros you just need to format the cells.

Select the range cells where you want the data to keep the leading zeros, and right click **Format Cells**.



Click the **Number** tab, and select **Custom** from the Category pane.

In the **"Type"** box enter a numerical "0" for the number of characters needed, e.g. Fund has 6 numbers so you type 000000. Click **OK** to close the dialog.



Now the leading zeros will be retained in the cells.

	A	B	C	D
1	<b>Fund</b>			
2	001100			
3	001100			
4	001100			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				