eCAMPUS SAN JOSÉ STATE

Prefix Zeros to SJSU ID in Excel

This guide will help you to prefix zeros to the SJSU IDs in order to convert them to the standard 9-digit format.

Method 1: Using Formula

1. Enter the formula written below in a blank cell which is adjacent to the data cell as shown in the image.

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P	Paste 💞	Cut Copy 🔻 Format	Calibr B	ri (Body) I <u>U</u>	• 16 •			
TE	XT 🗍	×	fx	=TEXT(A	3, "00000000	0")		
		А		В		с		D
1	Student	d		Grade				
2								
3			56789	Α	=TEXT	(<mark>A3, "000</mark>	000000")	
4			789	В				
5		4	56789	A+				
6								
7								

=Text (A3, "00000000")

Replace the cell address (shown in red) with the address of the actual cell.

2. Then, press the **Enter** key, and select cell C3 drag the fill handle across the range

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Home Insert Page	Layout For	mulas Data	Review	View
Paste $Callibrium Copy + B$ C3 $Cut Callibrium Callib$	ri (Body) + 1 I U +			
A	В	С		D
1 Student Id	Grade			
2				
3 56789	Α	000056789		
4 789	В	00000789		
5 456789	A+	000456789		
6				+
7				



Method 2: Using Custom Formatting

1. Highlight the column/cells you want to style.

AB	$\overset{\texttt{A}}{=} \times \checkmark f_{\mathbf{x}}$	56789
	Α	В
1	Student Id	Grade
2		
3	56789	A
4	789	В
5	456789	A+
6		
7		
8		
9		

- 2. Click CTRL/CMD + 1 or Format -> Format Cells.
- 3. In the Number tab, choose Custom.
- 4. Set the Custom formatting to 00000000 (Nine zeros)

Category: General	Sample
General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	000056789 Nine zeroes Type: 00000000 mm:ss @ [h]:mm:ss _(\$* #,##0_);_(\$* (#,##0);_(\$* "-"_);_(@_) _(* #,##0_);_(* (#,##0);_(* "-"_);_(@_) _(* #,##0.00_);_(\$* (#,##0.00);_(\$* "-"??_);_(@_) _(* #,##0.00_);_(* (#,##0.00);_(* "-"??_);_(@_) _(* #,##0.00_);_(\$* (#,##0.00);_(* "-"??_);_(@_) _(* #,##0.00_);_(* (#,##0.00);_(* "-"??_);_(@_) _(* #,##0.00);_(\$* (#,##0.00);_(* "-"??_);_(@_) [\$-409]dddd, mmmm d, yyyy [\$-409]h:mm:ss AM/PM 000000000
	Delete

May 19, 2017