

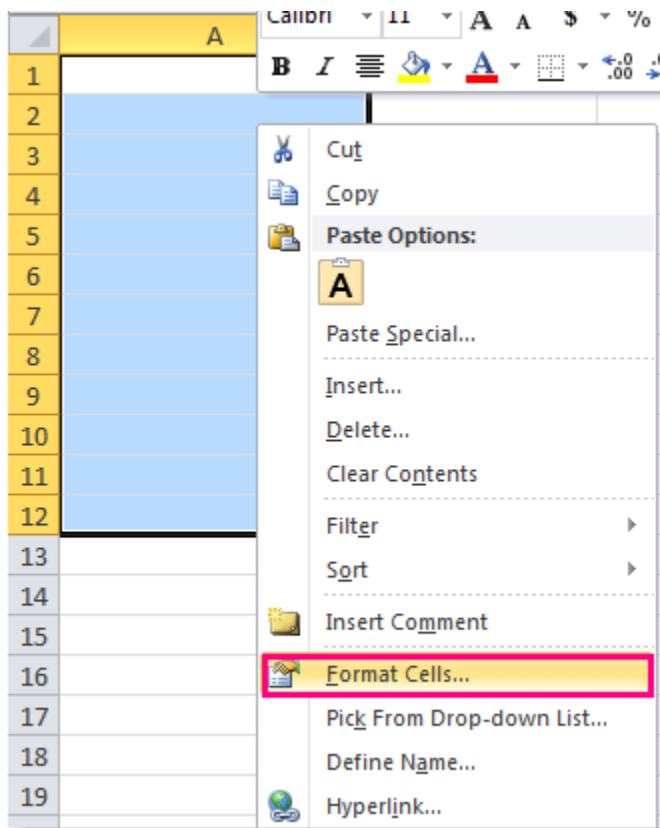
## DO YOU KNOW

# HOW TO KEEP OR DELETE LEADING ZEROS IN EXCEL?

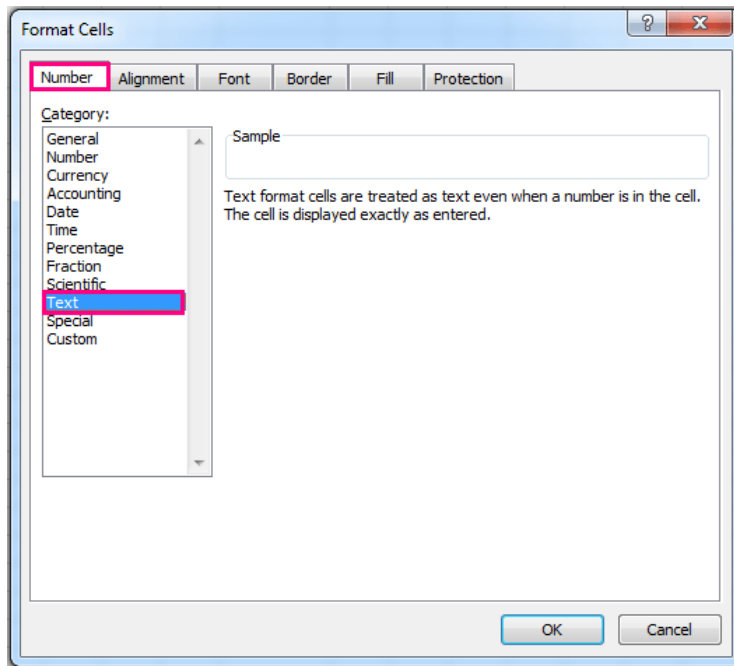
### Description:

If you want to keep the leading zeros in Excel, you just need to format the cells as Text formatting before you start typing the data.

1. Select the range of cells you want to type the data with leading zeros, and **Right Click** select **Format Cells** from the context menu. See screenshot:



2. In the **Format Cells** dialog, click **Number** tab, and select **Text** from the **Category** pane. Click **OK** to close the dialog. See screenshot:



Now when you type numbers with leading zeros into the range cells, the leading zeros will be retained in the cells. See screenshot:

	A
1	0089762456
2	0522356777
3	0101395235
4	0000523446
5	0052567564
6	0712452556
7	0034134123
8	0231479123
9	0314623424
10	0231480324

**Note:** This method cannot work if you format cells as text after typing numbers.

**THANK YOU**

