

How to display leading zeros in Excel?

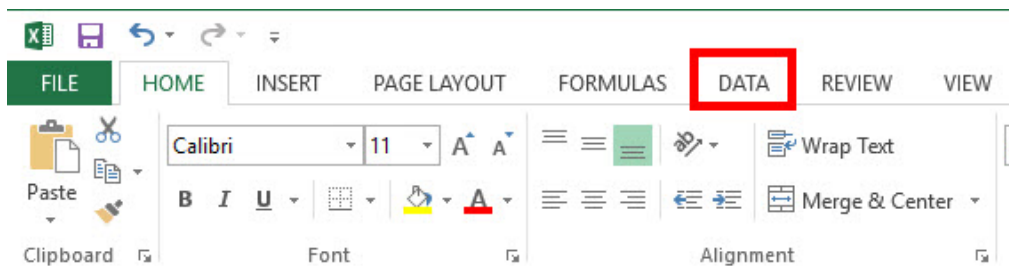
Michael C. - 2021-03-23 - Membership Management

Sometimes Excel can interpret information incorrectly and display it in an incorrect format. A good example of this would be a member's address's zip code that contains leading zeros (Eg. 02351). Since Excel will interpret this as a number, Excel would remove the 0 which would make it be displayed incorrectly (Eg. 2351).

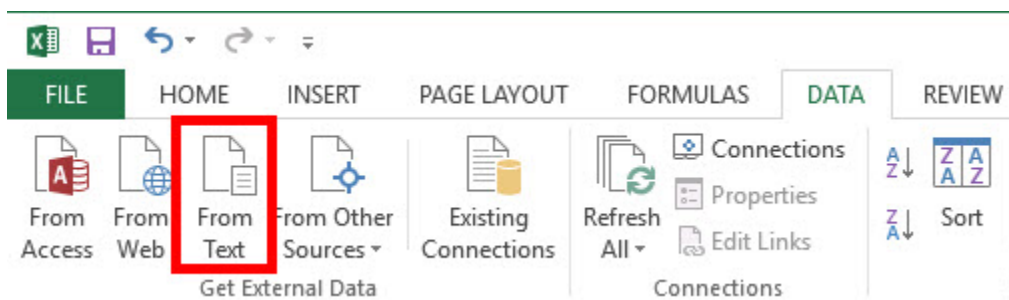
Note: This may not work with all versions of Excel

To avoid this issue when you open the Download Member Data file in Excel, please follow these steps:

1. Open a new blank document in Excel.
2. Select the **Data** tab from the top.



3. Select the **From Text** option.



4. Select the Download Member Data CSV file on your computer.
5. On the next window that opens, click **Next**.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

☐ My data has headers.

Preview of file ..._SV-DFS01_ClubRunnerdata_PublicAccounts_14296_ExportMember_997138_....

1	"First Name", "Last Name", "Zip/Postal Code",
2	"Web", "Admin", "L6H5R7",
3	"Robin", "Alvarez", "88574",
4	"Peter", "Banks", "75221",
5	"Russell", "Boyd", "66667",

Cancel < Back **Next >** Finish

6. Select **Comma** from the **Delimiters** options.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☒ **Comma**

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

First Name	Last Name	Zip/Postal Code
Web	Admin	L6H5R7
Robin	Alvarez	88574
Peter	Banks	75221
Russell	Boyd	66667

Cancel < Back **Next >** Finish

7. Click **Next**.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab
☐ Semicolon
☒ Comma
☐ Space
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

First Name	Last Name	Zip/Postal Code
Web	Admin	L6H5R7
Robin	Alvarez	88574
Peter	Banks	75221
Russell	Boyd	66667

Cancel < Back **Next >** Finish

- Select the column that contains data with leading zeros (Eg. Zip/Postal Code) from the **Data Preview** section and then select the **Text** option from the **Column data format** section.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General
☒ **Text**
☐ Date:
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	Text	General
First Name	Last Name	Zip/Postal Code	
Web	Admin	L6H5R7	
Robin	Alvarez	88574	
Peter	Banks	75221	
Russell	Boyd	66667	

Cancel < Back Next > **Finish**

- Click **Finish**.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General
☒ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	Text	General
First Name	Last Name	Zip/Postal Code	
Web	Admin	LeH5R7	
Robin	Alvarez	88574	
Peter	Banks	75221	
Russell	Boyd	66667	

Cancel < Back Next > **Finish**

10. Click **OK** on the next window that appears to insert the data into Excel.

Import Data

Select how you want to view this data in your workbook.

☒ Table
☐ PivotTable Report
☐ PivotChart
☐ Only Create Connection

Where do you want to put the data?

☒ Existing worksheet:
 =SAS1

☐ New worksheet

☐ Add this data to the Data Model

Properties... **OK** Cancel