ClubRunner

How to display leading zeros in Excel?

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

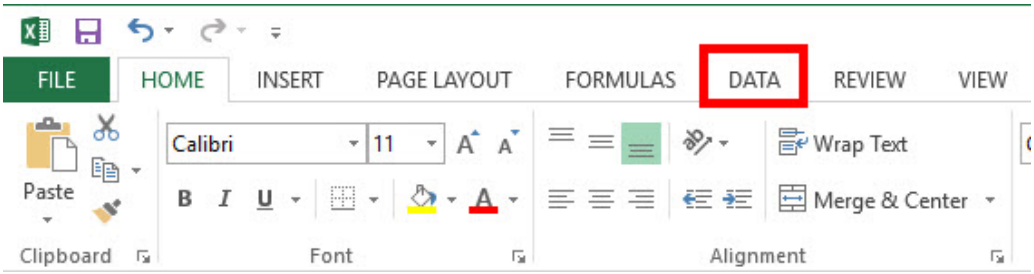
Sometimes Excel can interpret information incorrectly and display it in an incorrect format. A good example of this would be a member's address's zip code that contains leading zeros (Eg. 02351). Since Excel will interpret this as a number, Excel would remove the 0 which would make it be displayed incorrectly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

Note: This may not work with all versions of Excel

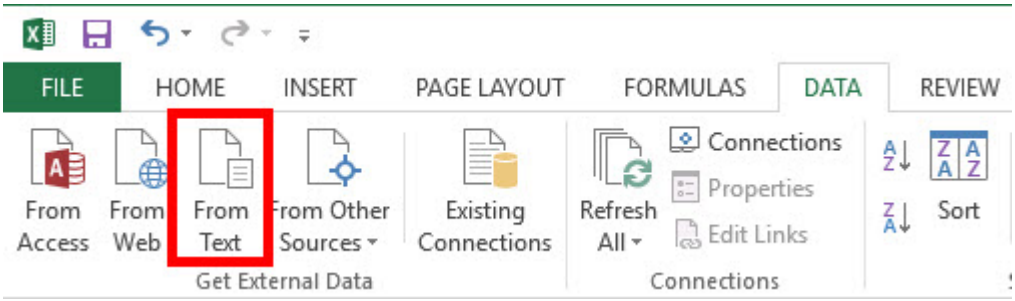
To avoid this issue when you open the Download Member Data file in Excel, please follow these steps:

1. Open a new blank document in Excel.

2. Select the **Data** tab from the top.

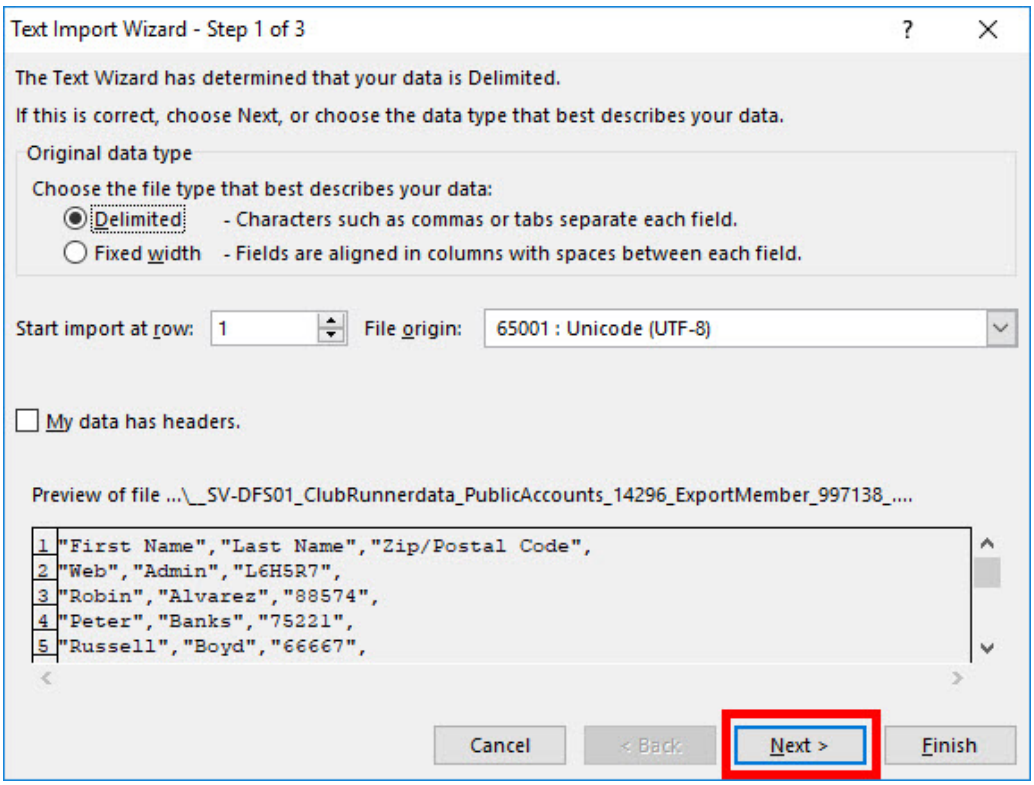


3. Select the **From Text** option.

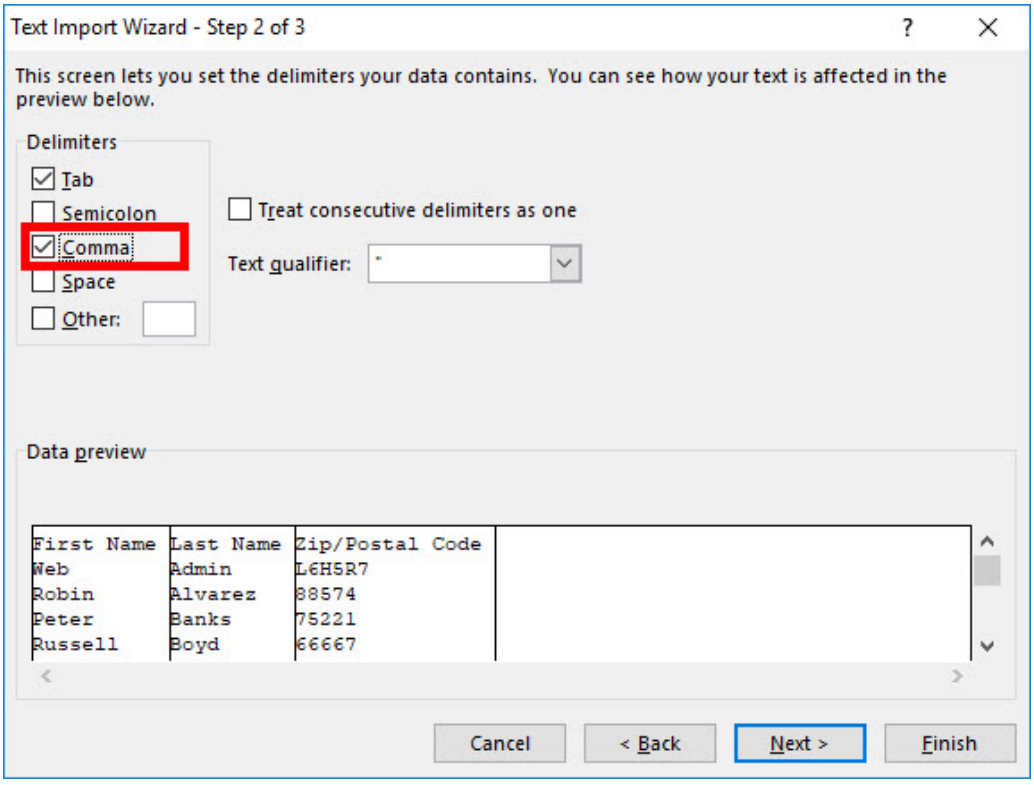


4. Select the Download Member Data CSV file on your computer.

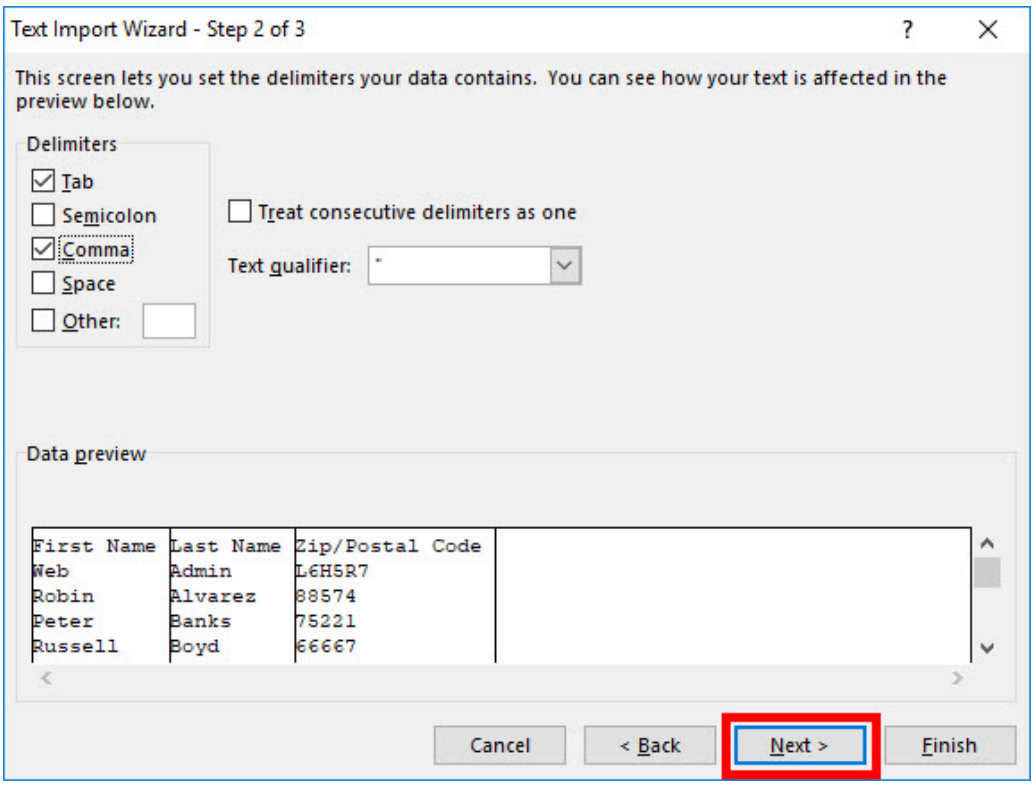
5. On the next window that opens, click **Next**.



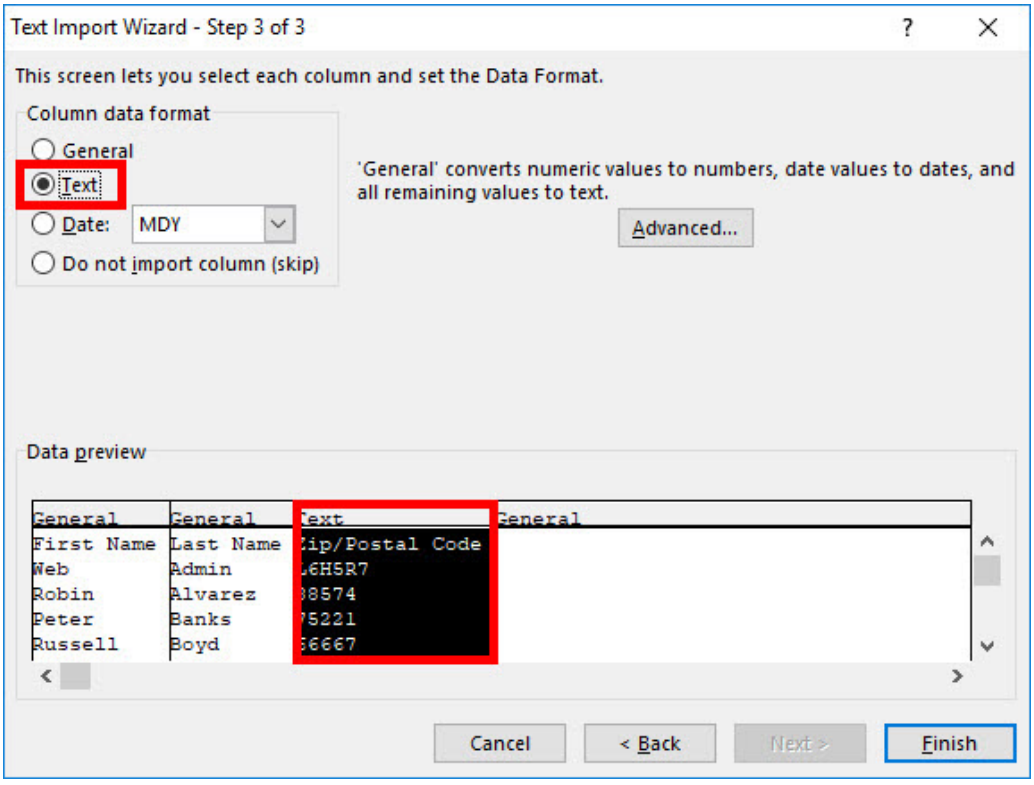
6. Select **Comma** from the **Delimiters** options.



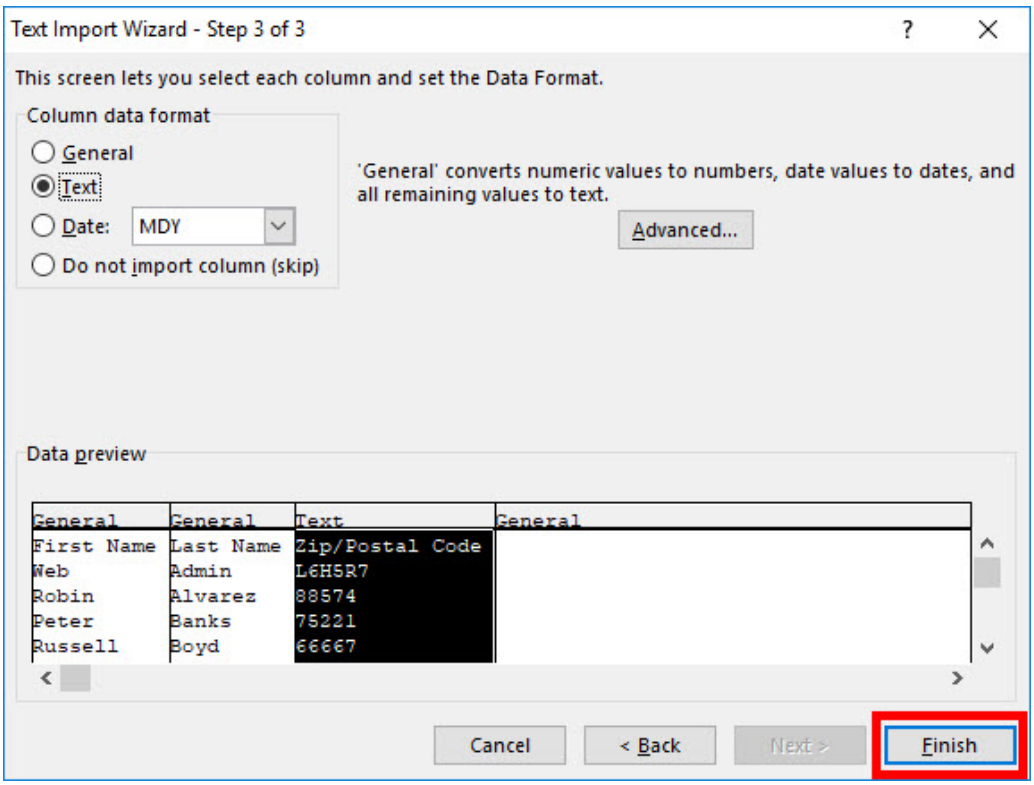
7. Click **Next**.



8. 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.



9. Click **Finish**.



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

