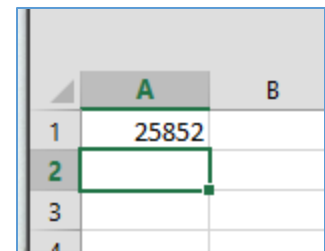
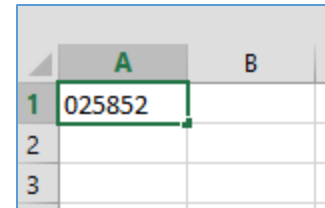
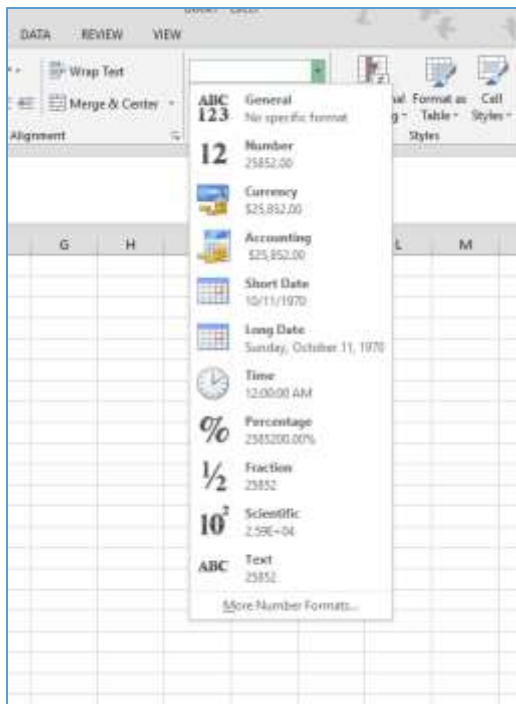


Don't blow up your computer!



Formatting Numbers in Excel

Have you ever tried to have a long string of numbers that is preceded by a zero? If you hit enter it will drop the leading zero because Excel doesn't like it that way.



One way to fix this would be to select the cell, cells, or column you want to format and choose More Number Formats... at the bottom

In the Format Cells dialogue window select Custom and then I chose the 0 line and clicked in Type: and added enough zeros to meet the need of the leading 0. Click OK and you have just made Excel do what you wanted it to do.

If you have any questions about how to do this feel free to give me a call at Ext. 7491.

