



# **pmis\_excel\_formatting\_instructions**



# Table of Contents

**pmis\_excel\_formatting\_instructions** ..... i



## Format a Column in Excel

Use the following steps to format a column with leading zeros.

- In the Excel spreadsheet, click **Home** and click the drop-down arrow next to **General**.
- Select *More Number Formats*. The Format Cells pop-up window opens.
- Under **Category**, select *Custom* and then under **Type**, highlight the word **General** and type the number of zeros that represent the number of characters required for the field. For example, the **Employee Number** must be six characters with leading zeros, so you would type six zeros.
- Click **OK** to save the changes.