



pmis_excel_formatting_instructions

Table of Contents

pmis_excel_formatting_instructions i

Format Columns

To enter leading zeroes, in your spreadsheet click on Home and then the dropdown next to “General”

Click on “More Number Formats”

Click on “Custom” and highlight the word “General”

Fill in the number of zeroes you need to represent the field. For example, employee number must be 6 characters with leading zeroes, so you would type in 6 zeroes. Click “OK”.