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Format a Column in Excel

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

1. In the Excel spreadsheet, click **Home** and then click the drop-down arrow next to **General**.
2. Select *More Number Formats*. The Format Cells pop-up is displayed.
3. 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.
4. Click **OK** to save the changes.