

EXTRA-ORDINARY XL

Excel spreadsheet - training, modelling and problem resolution

TIP OF THE MONTH

Listing Telephone Numbers

Do you have a problem inputting the correct telephone numbers into your Excel spreadsheet?

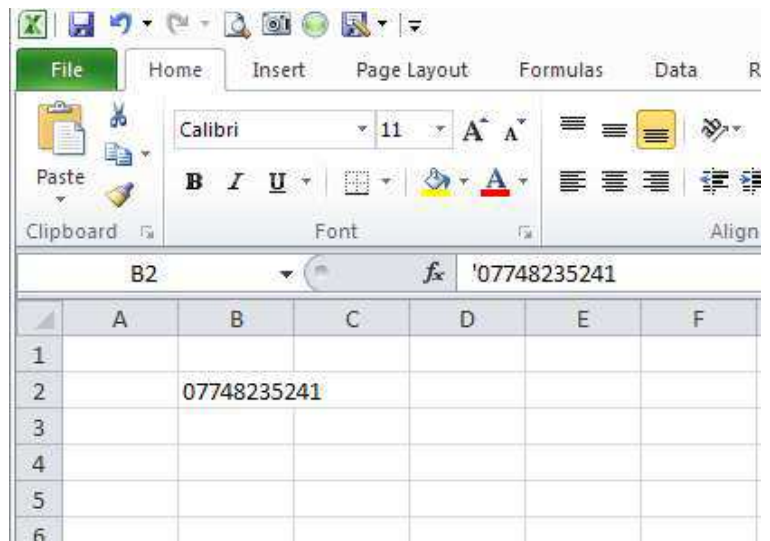
You probably lose the leading zeros? Excel sees data we place in a cell in one of three ways:

NUMBERS, TEXT, or FORMULAS

Excel sees the phone number you are typing in as a NUMBER. Logically no number starts with a zero, so Excel very kindly removes it for you! Thanks a bunch Excel.

So our “telephone number” data has to be seen by Excel as TEXT.
To do this a TEXT “Character” needs to form part of the data in the cell.

Some TEXT “Characters” such as “+”, “/”, and “*” Excel sees as associated with NUMBERS. Most other TEXT characters placed within a set of numerical characters will turn NUMBERS into TEXT.



The classic method to show NUMBERS as TEXT is to place an Apostrophe “'” (under the “@” key) in front of the numerical characters. See the example above. Note that the Apostrophe is not visible in the cell.

Another method to “kid” Excel is to use a SPACE. This should be placed somewhere after the first character, as similar to zeros, leading spaces are ignored by Excel.

See example left.

For consistency I put my space in after the fifth character. This makes the number easier to read, and is similar to the way we give out our number; “01908”, pause, “456123”.

