



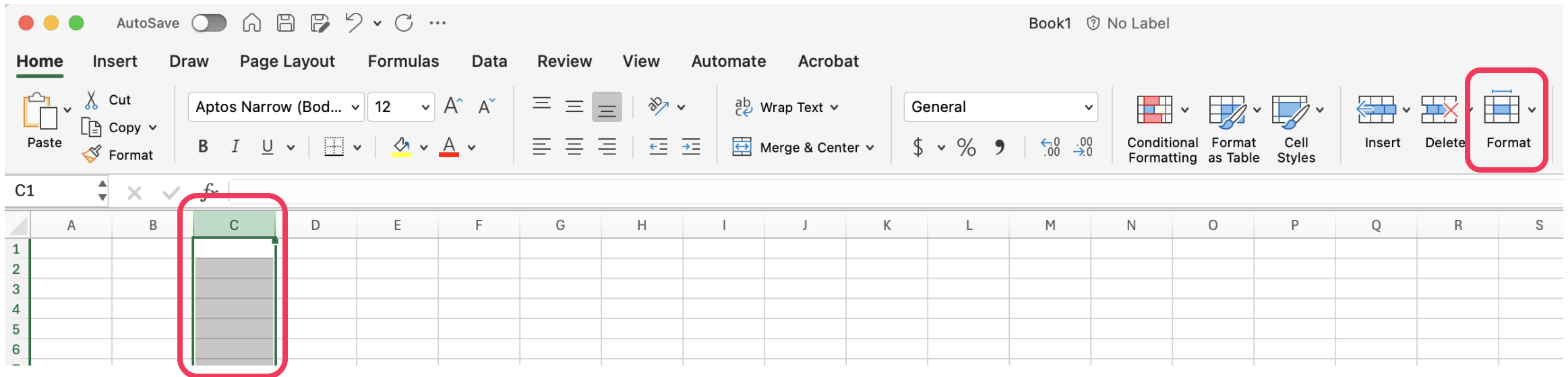
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# LEA ID

## Excel (Format > Format Cells)

- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



## Excel (Format > Format Cells)

The image shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Home' tab is active, showing options for Paste, Cut, Copy, Format, font settings (Aptos Narrow, size 12), paragraph alignment, and cell formatting (General, Conditional Formatting, Format as Table, Cell Styles). A context menu is open over the spreadsheet grid, listing options such as Cell Size, Row Height, AutoFit Row Height, Column Width, AutoFit Column Width, Default Width, Visibility, Hide & Unhide, Organize Sheets, Rename Sheet, Move or Copy Sheet, Tab Color, Protection, Protect Sheet, Lock Cell, and Format Cells. The 'Format Cells...' option at the bottom of the menu is highlighted with a red rectangular box.

## Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “0000”
- Select OK

The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Type:', the text '0000' is entered in the input field, which is also highlighted with a red box. Below the input field, a list of existing number format codes is visible. At the bottom right, the 'OK' button is highlighted with a red box. The 'Cancel' button is also visible. A 'Delete' button is located near the list of format codes. At the bottom of the dialog, there is a note: 'Type the number format code, using one of the existing codes as a starting point.'

| Category:  | Sample |
|------------|--------|
| General    |        |
| Number     |        |
| Currency   |        |
| Accounting |        |
| Date       |        |
| Time       |        |
| Percentage |        |
| Fraction   |        |
| Scientific |        |
| Text       |        |
| Special    |        |
| Custom     |        |

Type: 0000

General  
0  
0.00  
#,##0  
#,##0.00  
#,##0\_);(#,##0)  
#,##0\_);[Red](#,##0)  
#,##0.00\_);(#,##0.00)  
#,##0.00\_);[Red](#,##0.00)  
\$#,##0\_);(\$#,##0)  
\$#,##0 ):!Red1(\$#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

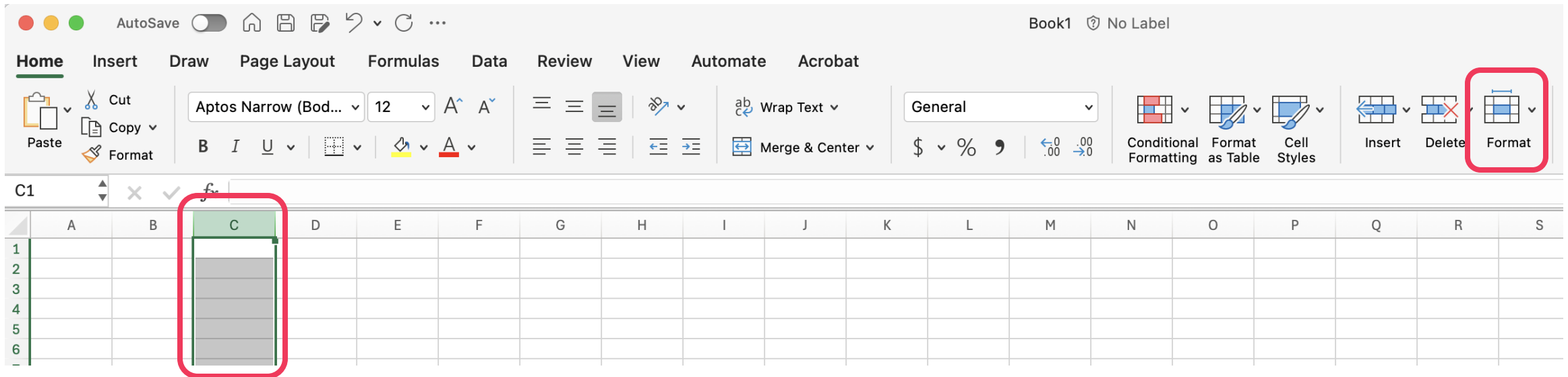
Cancel OK



# MSIS IDs

## Excel (Format > Format Cells)

- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



## Excel (Format > Format Cells)

The image shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Home' tab is active, showing options for Paste, Cut, Copy, Format, font settings (Aptos Narrow, size 12), paragraph settings (bullet points, indentation), and cell settings (Wrap Text, Merge & Center). A context menu is open on the right side of the spreadsheet, listing various actions: Cell Size (Row Height..., AutoFit Row Height, Column Width..., AutoFit Column Width, Default Width...), Visibility (Hide & Unhide), Organize Sheets (Rename Sheet, Move or Copy Sheet..., Tab Color), Protection (Protect Sheet..., Lock Cell), and Format Cells... The 'Format Cells...' option is highlighted with a red rectangle.

## Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “0000000000”
- Select OK

The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Type:', the text '0000000000' is entered in the text box, which is also highlighted with a red box. Below the text box is a list of predefined number formats. At the bottom right, the 'OK' button is highlighted with a red box. The 'Cancel' button is also visible. A 'Delete' button is located below the list of formats. At the bottom of the dialog, there is a note: 'Type the number format code, using one of the existing codes as a starting point.'

Format Cells

Number Alignment Font Border Fill Protection

Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Sample

Improperly formatted field.

Type: 0000000000

General  
0  
0.00  
#,##0  
#,##0.00  
#,##0\_);(,##0  
#,##0\_);[Red](,##0  
#,##0.00\_);(,##0.00  
#,##0.00\_);[Red](,##0.00  
\$#,##0\_);\$#,##0  
\$#,##0 ):IRed1(\$#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

Cancel OK



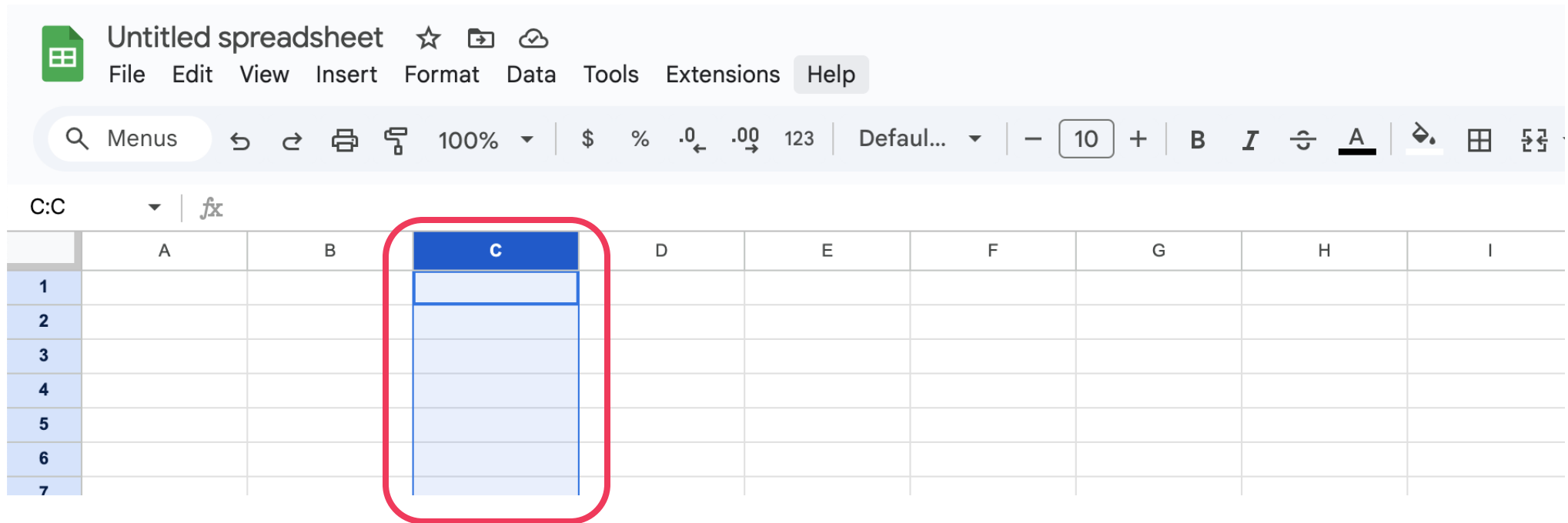
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# LEA ID

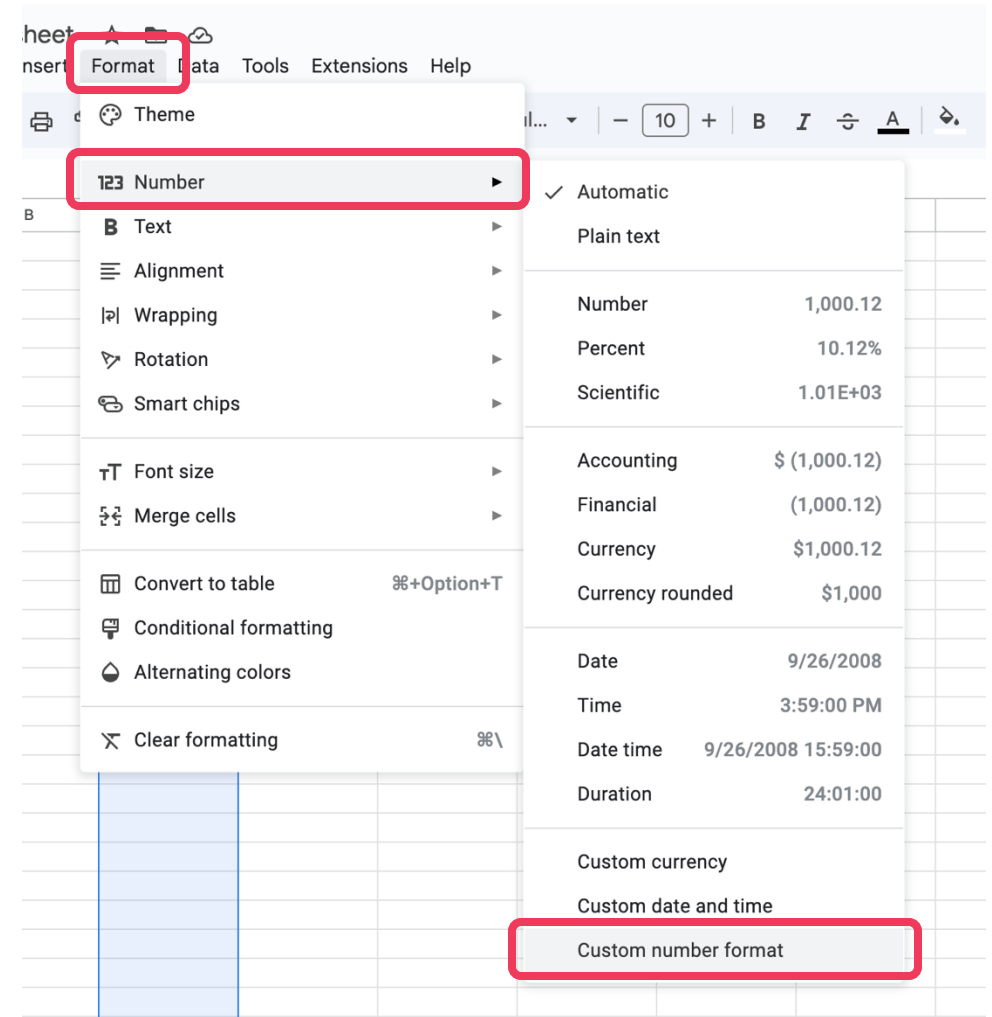
## Google Sheets

- Click on the Column letter (ex: C) to select the column that needs to be formatted.



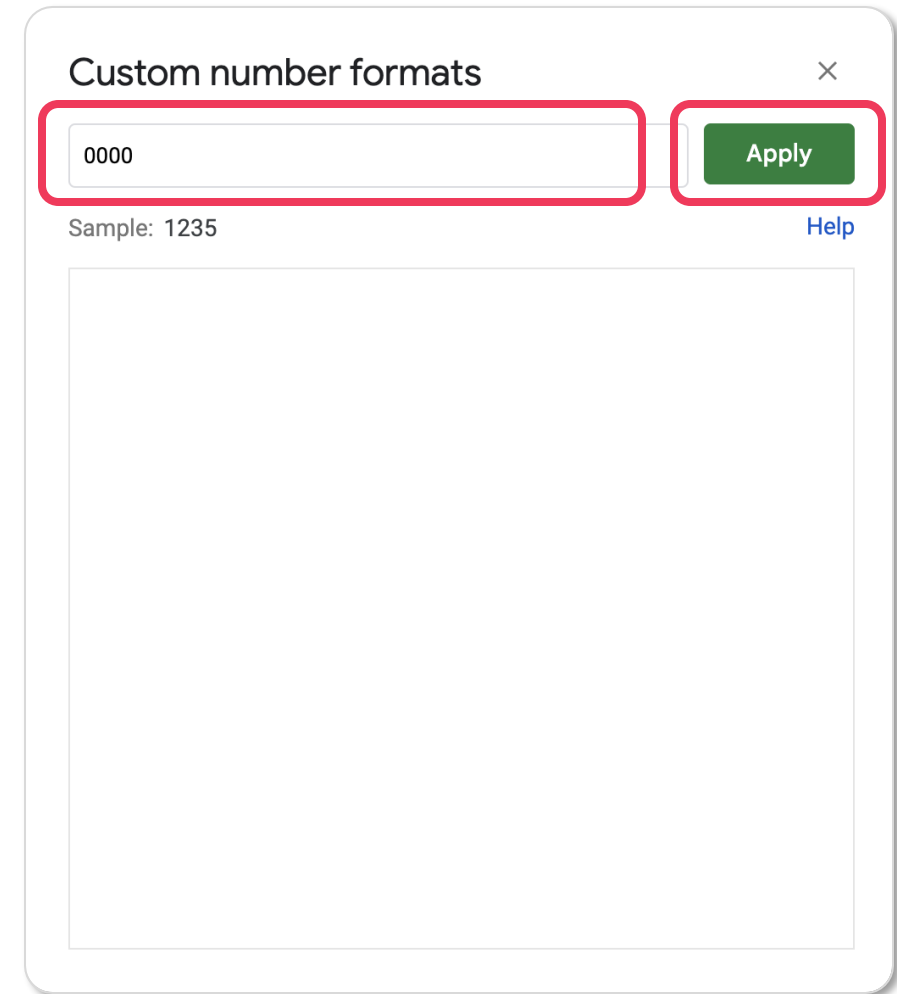
## Google Sheets (Format > Number > Custom Number Format)

- Click on Format in the Menu bar
- Select Number, then Custom number format



### Google Sheets (Format > Number > Custom Number Format)

- In the Custom number formats box, type “0000”
- Select Apply



Custom number formats

0000

Apply

Sample: 1235

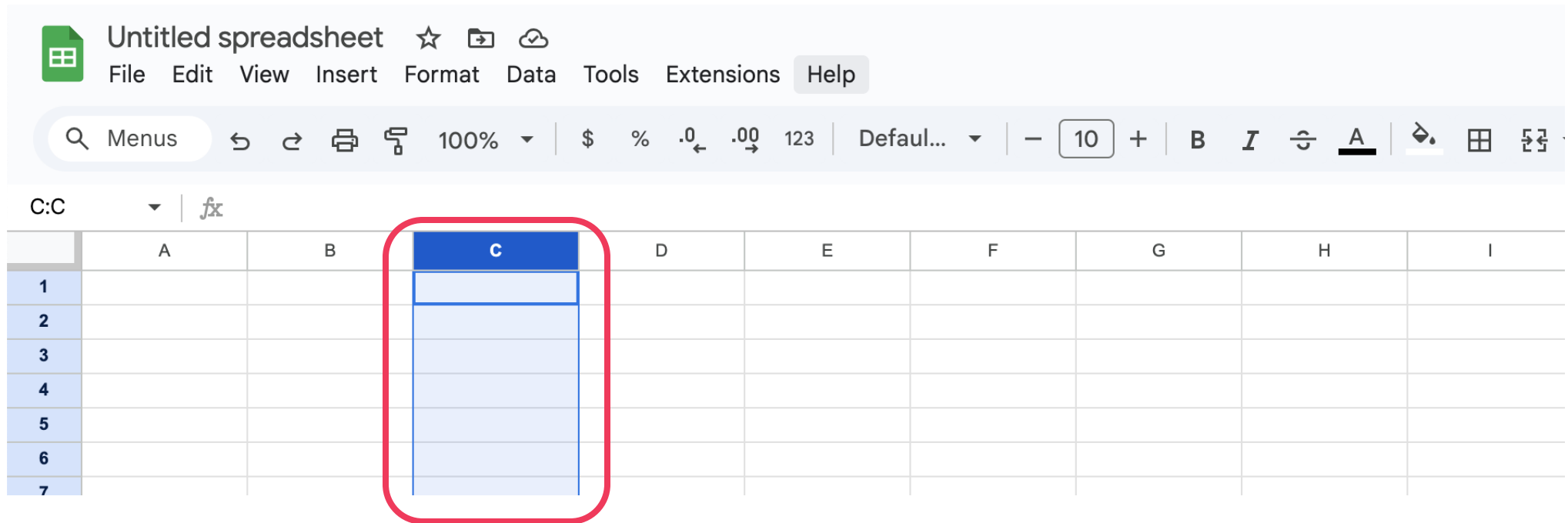
[Help](#)



# MSIS IDs

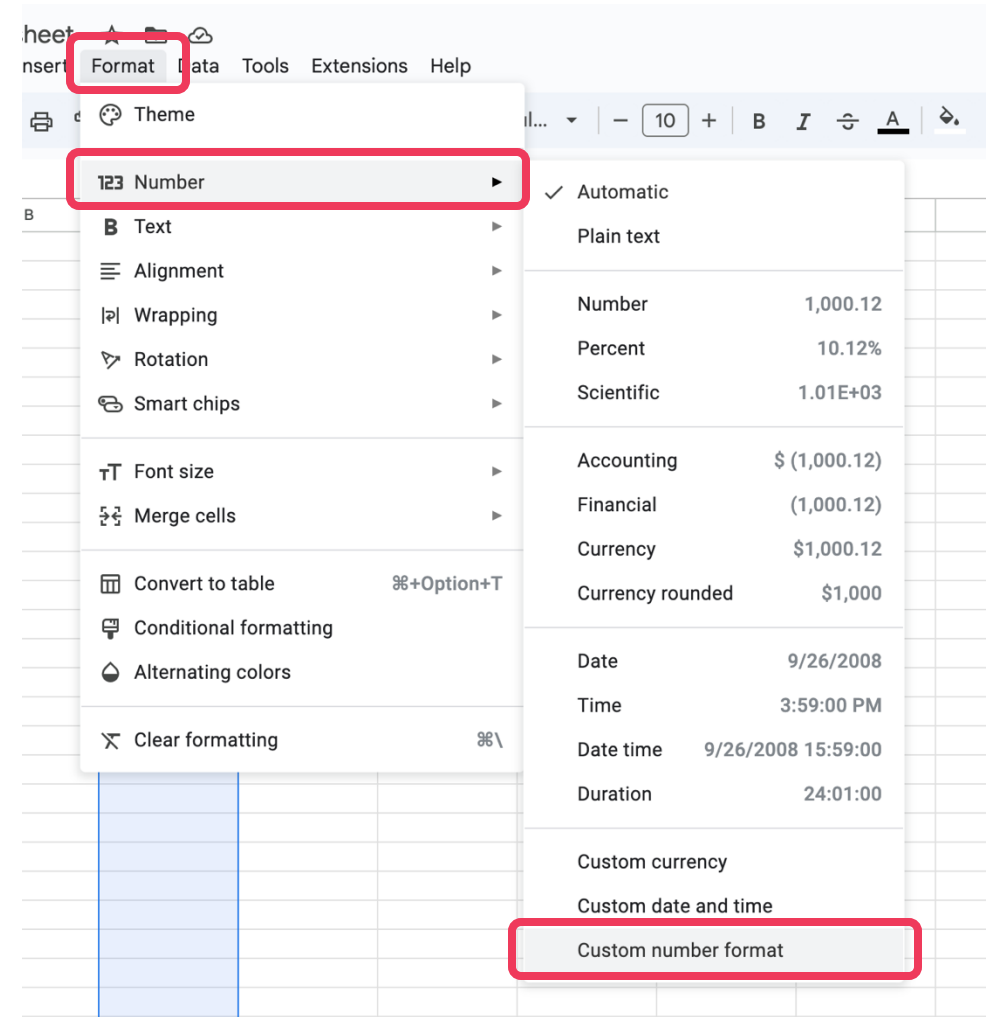
## Google Sheets

- Click on the Column letter (ex: C) to select the column that needs to be formatted.



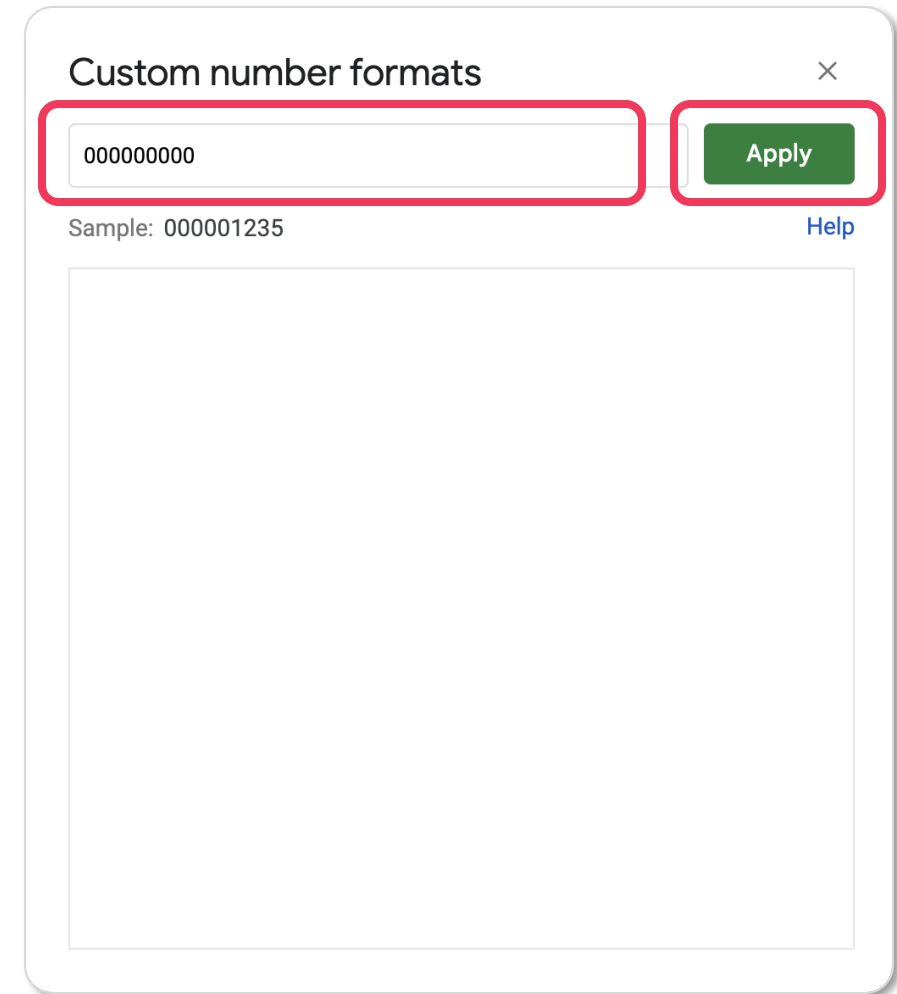
## Google Sheets (Format > Number > Custom Number Format)

- Click on Format in the Menu bar
- Select Number, then Custom number format



### Google Sheets (Format > Number > Custom Number Format)

- In the Custom number formats box, type “0000000000”
- Select Apply



Custom number formats

0000000000

Apply

Sample: 000001235

[Help](#)