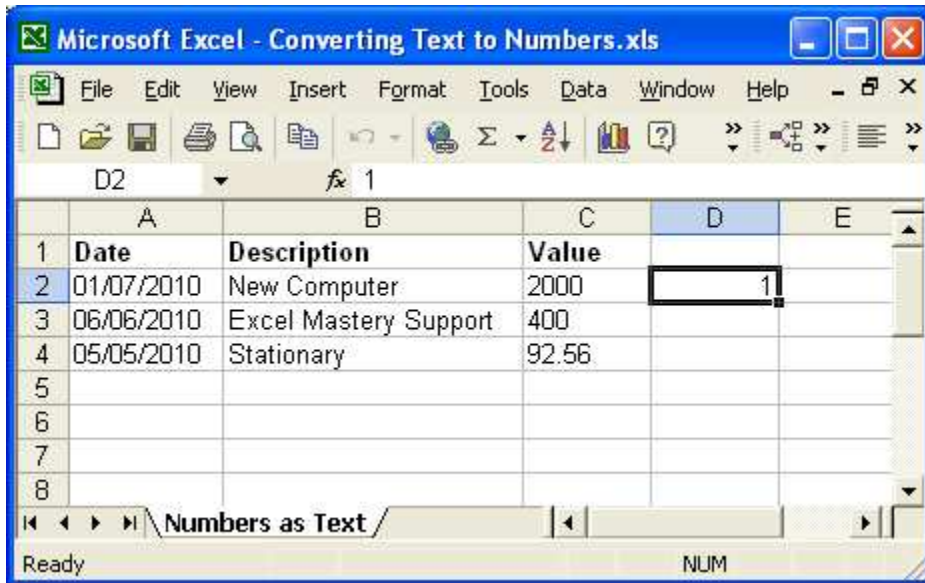


# How do I convert text to numbers in Microsoft Excel

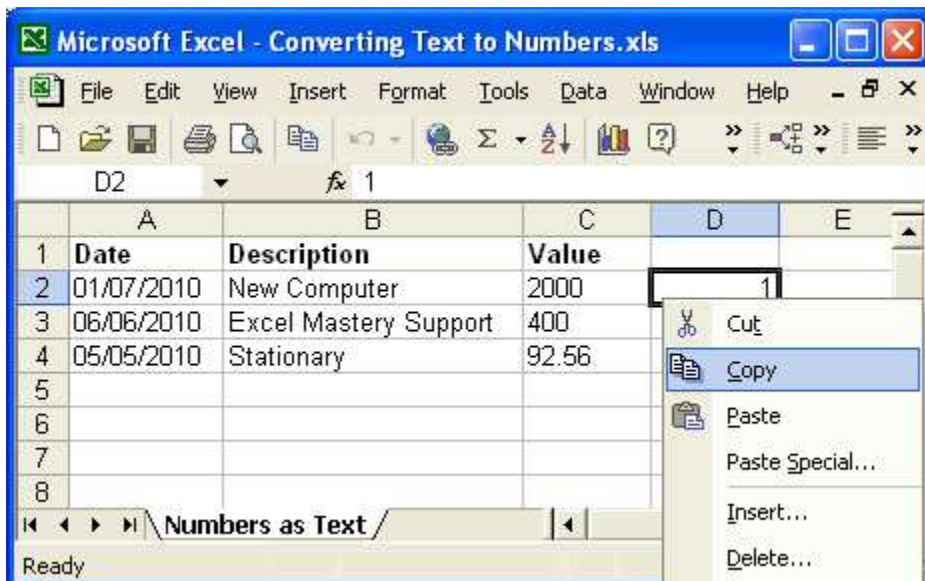
Occasionally Excel will treat numbers as text, this often happens when data has been downloaded or imported from another source like an accounts or ERP system.

The solution is to multiply the values by the number 1. This does not change any of your values, but does make Excel realise that the contents of the cell are actually a number and not text. An example is below

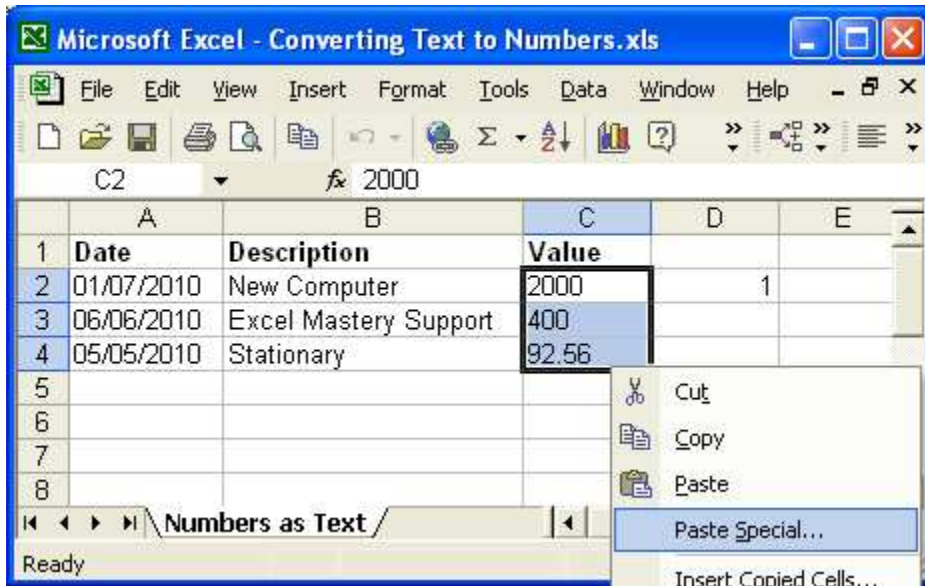
**Step 1** - Firstly type the number 1 into a blank cell (this can be on a different sheet)



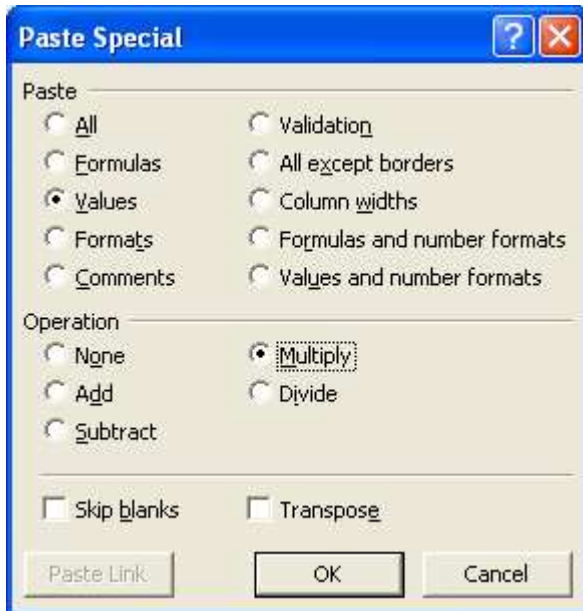
**Step 2** – Highlight the cell with the number 1 in it and right click your mouse on the cell and choose 'Copy'



**Step 3** - Highlight the cells that have the numbers in it that are stored as text and right click the mouse and choose 'Paste Special...'



**Step 4** - Select 'Values' and 'Multiply' and then click ok.



**Step 5** - The text has now been converted to numbers. You can now see the 'Sum=2492.56' in the bottom Excel bar. The numbers have retained the left alignment but are still numbers that can now be used in formulas.

