**Excel Dates w/ Leading Zeros**

1. Excel inherits a user’s Microsoft Window’s date/time settings. By changing the date format in Windows settings, Excel will stop removing the leading zero from months and days. Right-click the time in the lower right corner of you the computer screen.



1. Click on **Adjust date/time**.



1. Click **Change date and time formats**.



1. Adjust **Short date** to the MM/DD/yyyy format.

