1. Start Microsoft Excel.
2. Enable Developer Tab
	1. File
	2. Options
	3. Customize Ribbon
	4. Check Developer tab box.
3. Click Developer Tab
4. Open a new workbook
5. Save As
6. Macro enable Workbook
7. Click Visual Basic
8. On the **Insert** menu, click **Module**.
9. Type the following code into the module sheet. (This is easiest done by copy paste.)

Option Explicit

'Main Function

Function SpellNumber(ByVal MyNumber)

 Dim Dollars, Cents, Temp

 Dim DecimalPlace, Count

 ReDim Place(9) As String

 Place(2) = " Thousand "

 Place(3) = " Million "

 Place(4) = " Billion "

 Place(5) = " Trillion "

 ' String representation of amount.

 MyNumber = Trim(Str(MyNumber))

 ' Position of decimal place 0 if none.

 DecimalPlace = InStr(MyNumber, ".")

 ' Convert cents and set MyNumber to dollar amount.

 If DecimalPlace > 0 Then

 Cents = GetTens(Left(Mid(MyNumber, DecimalPlace + 1) & \_

 "00", 2))

 MyNumber = Trim(Left(MyNumber, DecimalPlace - 1))

 End If

 Count = 1

 Do While MyNumber <> ""

 Temp = GetHundreds(Right(MyNumber, 3))

 If Temp <> "" Then Dollars = Temp & Place(Count) & Dollars

 If Len(MyNumber) > 3 Then

 MyNumber = Left(MyNumber, Len(MyNumber) - 3)

 Else

 MyNumber = ""

 End If

 Count = Count + 1

 Loop

 Select Case Dollars

 Case ""

 Dollars = "No Dollars"

 Case "One"

 Dollars = "One Dollar"

 Case Else

 Dollars = Dollars & " Dollars"

 End Select

 Select Case Cents

 Case ""

 Cents = " and No Cents"

 Case "One"

 Cents = " and One Cent"

 Case Else

 Cents = " and " & Cents & " Cents"

 End Select

 SpellNumber = Dollars & Cents

End Function

' Converts a number from 100-999 into text

Function GetHundreds(ByVal MyNumber)

 Dim Result As String

 If Val(MyNumber) = 0 Then Exit Function

 MyNumber = Right("000" & MyNumber, 3)

 ' Convert the hundreds place.

 If Mid(MyNumber, 1, 1) <> "0" Then

 Result = GetDigit(Mid(MyNumber, 1, 1)) & " Hundred "

 End If

 ' Convert the tens and ones place.

 If Mid(MyNumber, 2, 1) <> "0" Then

 Result = Result & GetTens(Mid(MyNumber, 2))

 Else

 Result = Result & GetDigit(Mid(MyNumber, 3))

 End If

 GetHundreds = Result

End Function

' Converts a number from 10 to 99 into text.

Function GetTens(TensText)

 Dim Result As String

 Result = "" ' Null out the temporary function value.

 If Val(Left(TensText, 1)) = 1 Then ' If value between 10-19...

 Select Case Val(TensText)

 Case 10: Result = "Ten"

 Case 11: Result = "Eleven"

 Case 12: Result = "Twelve"

 Case 13: Result = "Thirteen"

 Case 14: Result = "Fourteen"

 Case 15: Result = "Fifteen"

 Case 16: Result = "Sixteen"

 Case 17: Result = "Seventeen"

 Case 18: Result = "Eighteen"

 Case 19: Result = "Nineteen"

 Case Else

 End Select

 Else ' If value between 20-99...

 Select Case Val(Left(TensText, 1))

 Case 2: Result = "Twenty "

 Case 3: Result = "Thirty "

 Case 4: Result = "Forty "

 Case 5: Result = "Fifty "

 Case 6: Result = "Sixty "

 Case 7: Result = "Seventy "

 Case 8: Result = "Eighty "

 Case 9: Result = "Ninety "

 Case Else

 End Select

 Result = Result & GetDigit \_

 (Right(TensText, 1)) ' Retrieve ones place.

 End If

 GetTens = Result

End Function

' Converts a number from 1 to 9 into text.

Function GetDigit(Digit)

 Select Case Val(Digit)

 Case 1: GetDigit = "One"

 Case 2: GetDigit = "Two"

 Case 3: GetDigit = "Three"

 Case 4: GetDigit = "Four"

 Case 5: GetDigit = "Five"

 Case 6: GetDigit = "Six"

 Case 7: GetDigit = "Seven"

 Case 8: GetDigit = "Eight"

 Case 9: GetDigit = "Nine"

 Case Else: GetDigit = ""

 End Select

End Function

How to use the SpellNumber sample function

To use the sample functions to change a number to written text, use one of the methods demonstrated in the following examples:

Method 1: Direct Entry

You can change 32.50 into "Thirty Two Dollars and Fifty Cents" by entering the following formula into a cell:

=SpellNumber(32.50)

Method 2: Cell reference

You can refer to other cells in the workbook. For example, enter the number 32.50 into cell A1, and type the following formula into another cell:

=SpellNumber(A1)

Method 3: Paste Function or Insert Function

To enter a custom function into a worksheet, you can use **Paste Function** in Excel 2000, or you can use **Insert Function** in Excel 2002 and in Excel 2003.

**Excel 2000**

To use **Paste Function**, follow these steps:

1. Select the cell that you want.
2. Click **Paste Function** on the **Standard** toolbar.
3. Under **Function category**, click **User Defined**.
4. Under **Function name**, click **SpellNumber**, and then click **OK**.
5. Enter the number or cell reference that you want, and then click **OK**.

**Excel 2002 and Excel 2003**

To use **Insert Function**, follow these steps:

1. Select the cell that you want.
2. Click **Insert Function** on the **Standard** toolbar.
3. Under **Or select a category**, click **User Defined**.
4. In the **Select a function** list, click **SpellNumber**, and then click **OK**.
5. Enter the number or cell reference that you want, and then click **OK**.