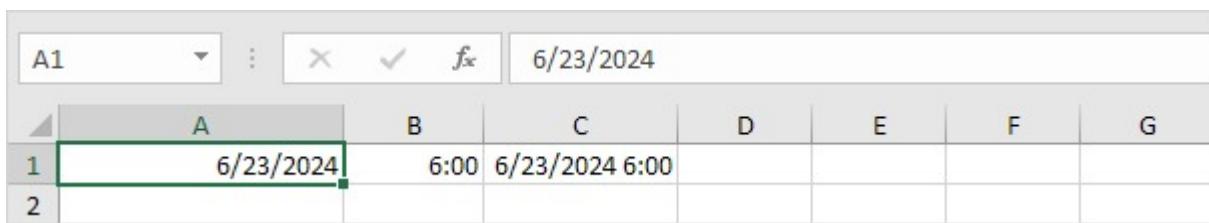# Date and Time Formats in Excel

Dates and times in Excel can be displayed in a variety of ways. To apply a Date or Time format, execute the following steps.

1. Select cell A1.

2. Right click, and then click Format Cells.

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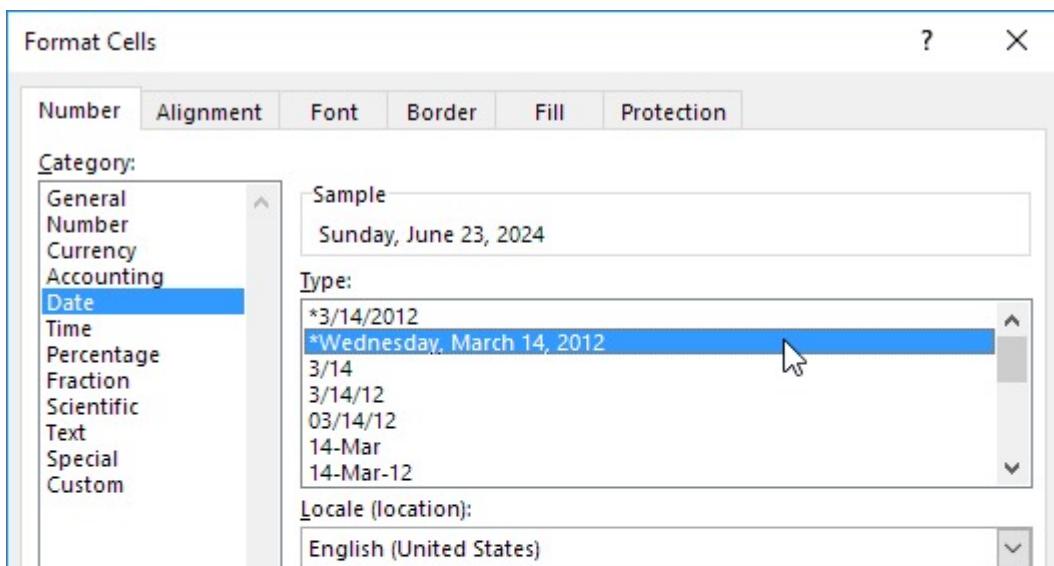⊕ **Interactive Excel tutorial**

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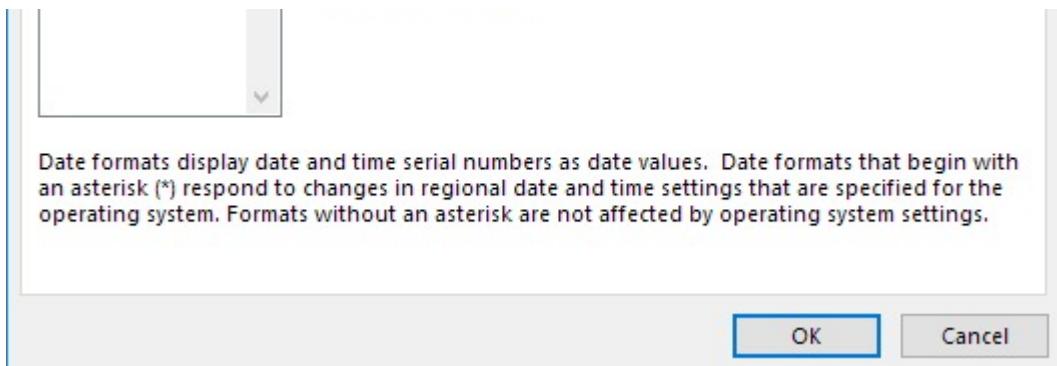⊕ **Ergonomic keyboard and mouse**

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3. In the Category list, select Date, and select a Date format.

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

OK   Cancel

4. Click OK.

A1	▼	⋮	×	✓	fx	6/23/2024		

	A	B	C	D	E	F	G
1	Sunday, June 23, 2024		6:00	6/23/2024 6:00			
2							

Note: to apply a Time format, in the Category list, select Time.

5. Dates are stored as numbers in Excel and count the number of days since January 0, 1900. Times are handled internally as numbers between 0 and 1. To clearly see this, change the number format of cell A1, B1 and C1 to General.

A1	▼	⋮	×	✓	fx	45466		

	A	B	C	D	E	F	G
1	45466	0.25	45466.25				
2							

Note: apparently, 45466 days after January 0, 1900 is the same as June 23, 2024. 6:00 is represented as 0.25 (quarter through the day).

6. You can enter times as 6:00, but Excel displays this time as 6:00:00 AM in the formula bar. AM is used for times in the night and morning. PM is used for times in the afternoon and evening.

B1	▼	⋮	×	✓	fx	6:00:00 AM ←		

	A	B	C	D	E	F	G
1	Sunday, June 23, 2024	6:00	6/23/2024 6:00				
2							

7. Change the number format of cell C1 to Date only.

C1	▼	⋮	×	✓	fx	6/23/2024 6:00:00 AM		

	A	B	C	D	E	F	G
1	Sunday, June 23, 2024	6:00	6/23/2024				
2							

Note: cell C1 still contains the number 45466.25. We only changed the appearance of the number, not the number itself.

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