



4. FLOOR always rounds down. The formula below rounds a time down to the nearest hour.

B1    :    ✕    ✓ <i>fx</i> =FLOOR(A1,"1:00")									
	A	B	C	D	E	F	G	H	I
1	21:19	21:00							
2									

5. CEILING always rounds up. The formula below rounds a time up to the nearest hour.

B1    :    ✕    ✓ <i>fx</i> =CEILING(A1,"1:00")									
	A	B	C	D	E	F	G	H	I
1	21:19	22:00							
2									

Note: change the [Time Format](#) to display a time without AM/PM (24 Hour Time Format).

6. Use the ":" (colon) twice to enter a time with seconds in Excel. For example, 2 hours, 43 minutes and 15 seconds.

	A	B	C	D	E	F	G	H	I
1	2:43:15								
2									

7. The CEILING function below rounds this time up to the next minute.

B1    :    ✕    ✓ <i>fx</i> =CEILING(A1,"00:01:00")									
	A	B	C	D	E	F	G	H	I
1	2:43:15	2:44:00							
2									

Tip: use the [Format Painter](#) to quickly copy the format of cell A1 to cell B1.

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