

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.

A1		X	✓	<i>fx</i>	6/23/2024		
	A	B	C	D	E	F	G
1	6/23/2024	6:00	6/23/2024 6:00				
2							

2. Right click, and then click Format Cells.

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

Format Cells

Number

Alignment

Font

Border

Fill

Protection

Category:

General

Number

Currency

Accounting

Date

Time

Percentage

Fraction

Scientific

Text

Special

Custom

Sample

Sunday, June 23, 2024

Type:

*3/14/2012

*Wednesday, March 14, 2012

3/14

3/14/12

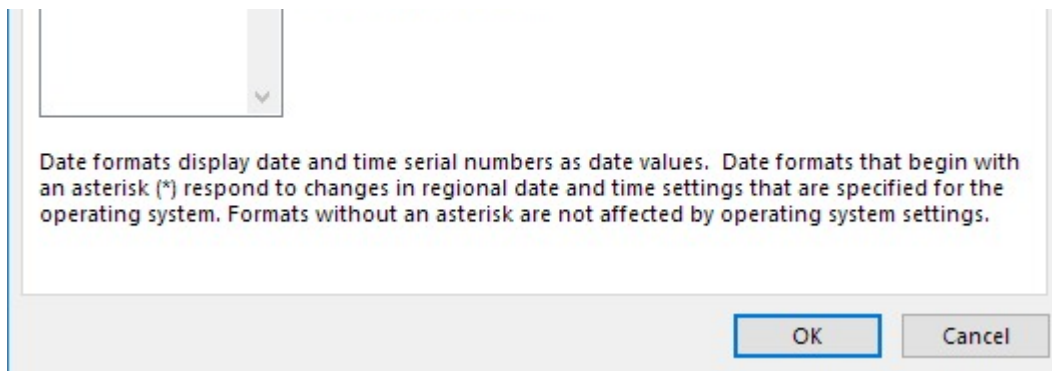
03/14/12

14-Mar

14-Mar-12

Locale (location):

English (United States)



4. Click OK.

	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.

	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.

	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.

	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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