## **Changing Date Formats**

## Method 1 - Short Date

- 1) Highlight the column of dates that need the format changed
- 2) On the Home tab, in the Number section, there is a pull-down menu
  - a. Open the menu and select 'Short Date.' This should change the date format to the needed MM/DD/YYYY i. If this does not change the format, try another method



## Method 2 - Using Text-to-Columns

- 1) Highlight the column of dates that need the format changed
- 2) On the Data tab, open the Text to Columns feature
  - a. Select the 'Delimited' option, then 'Next'
    - b. Uncheck all boxes

| Convert Text to Colu  | ımns Wizard - St | of 3          |                                  |                  | ? ×              |
|---|------------------|---------------|----------------------------------|------------------|------------------|
| This screen lets you s<br>the preview below<br>Delimiters<br>Tab<br>Semicolon<br>Comma<br>Space<br>Qther:<br>Data greview | et the d<br>2.b  | ecutive delir | ntains. You can<br>niters as one | see how your tex | t is affected in |
| Drder_Date<br>20161014<br>20161014<br>20161014<br>20161014<br>20161014  |                  | Grand         | ( Bad                            |                  | 2.0              |

d. Select Date and 'YMD' from the pull-down menu e. Click the 'Finish' button.

| e. olicit the Tillion button   | ·  |
|--|--|
| Convert Text to Columns Wizard   | - Step 3 of 3  |
| This screen lets you select each col<br>Column data format<br>General<br>Itext<br>Do not ti<br>DMY<br>Destination:<br>MYD<br>Data grevievyDM | um and set the Data Format.<br>'General' converts numeric values to numbers, date values to<br>and all remaining values to text.<br>Advanced |
| MDY<br>Order_Date<br>20161014<br>20161014<br>20161014<br>20161014<br>20161014  | , .<br>, .   |
|  | Cancel < Back Next > Einish  |

3) Now the dates should be in the correct format

## Method 3 - Using An Equation

- 1) Any account that needs an equation should state it specifically and give the equation needed in the Account Specific load instructions a. Insert a column after the dates
  - b. In this column, use the below formula to change to date format needed. Change the cell to be the top date in the column of dates. =DATE(MID(A2,8,4),MONTH(1&LEFT(A2,3)),MID(A2,5,2))
  - c. Copy the formula down the column, then copy and paste the column using the paste-values option.

d. Rename the column with the properly formatted dates and delete the column that is not properly formated.

|   |    | SUM 👻 💿                    | ★ ✔ f <sub>*</sub> =DATE(MID(A2,8,4),MONTH(1&LEFT(A2,3)),MID(A2,5,2)) |                       |          |               |           |  |  |
|---|----|----------------------------|---|-----------------------|----------|---------------|-----------|--|--|
|   | 4  | A                          | В   | С                     | D        | E             |           |  |  |
|   | 1  | Last Resupply Date         |   | Patient ID            | Branch   | First Name    | Last Name |  |  |
|   | 2  | Sep 14 2016 12:00:00:000AM | =DATE(MID(A2,8,4)   | ,MONTH(1&LEF          | T(A2,3)) | ,MID(A2,5,2)) |           |  |  |
|   | 3  | Sep 14 2016 12:00:00:000AM | MID(text, s   | start_num, <b>num</b> | n_chars) |               |           |  |  |
|   | 4  | Sep 16 2016 12:00:00:000AM | 9/16/2016   |                       |          |               |           |  |  |
|   | 5  | Oct 7 2016 12:00:00:000AM  | 10/7/2016   |                       |          |               |           |  |  |
|   | 6  | Sep 16 2016 12:00:00:000AM | 9/16/2016   |                       |          |               |           |  |  |
|   | 7  | Sep 9 2016 12:00:00:000AM  | 9/9/2016  |                       |          |               |           |  |  |
|   | 8  | Sep 9 2016 12:00:00:000AM  | 9/9/2016  |                       |          |               |           |  |  |
|   | 9  | Sep 14 2016 12:00:00:000AM | 9/14/2016   |                       |          |               |           |  |  |
| Ш | 10 | Sep 11 2016 12:00:00:000AM | 9/11/2016   |                       |          |               |           |  |  |
|   | 11 | Sep 11 2016 12:00:00:000AM | 9/11/2016   |                       |          |               |           |  |  |
|   | 12 | Aug 31 2016 12:00:00:000AM | 8/31/2016   |                       |          |               |           |  |  |
| Ш | 13 | Sep 23 2016 12:00:00:000AM | 9/23/2016   |                       |          |               |           |  |  |
| 1 | 14 | Sep 30 2016 12:00:00:000AM | 9/30/2016   |                       |          |               |           |  |  |
| 1 | 15 | Sep 23 2016 12:00:00:000AM | 9/23/2016   |                       |          |               |           |  |  |

e. Another example of a formula is converting European dates to US formating with the following formula =DATE(2000+VALUE(RIGHT(A1,2)),VALUE(MID(A1,4,2)),VALUE(LEFT(A1,2)))