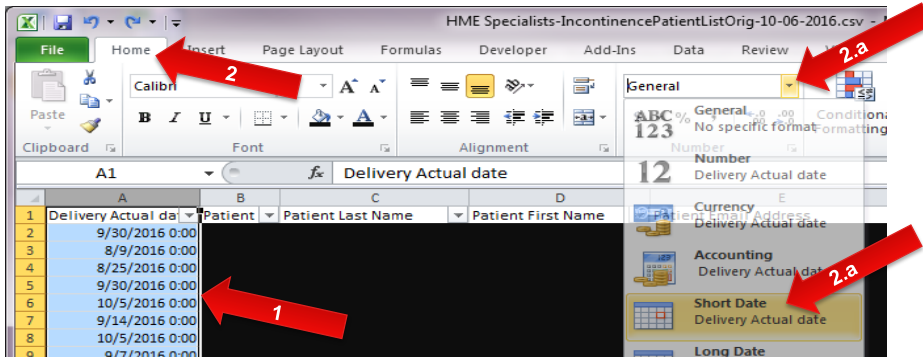# Changing Date Formats

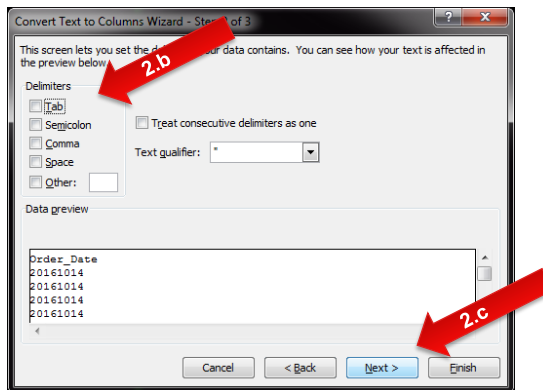**Method 1 - Short Date**

      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

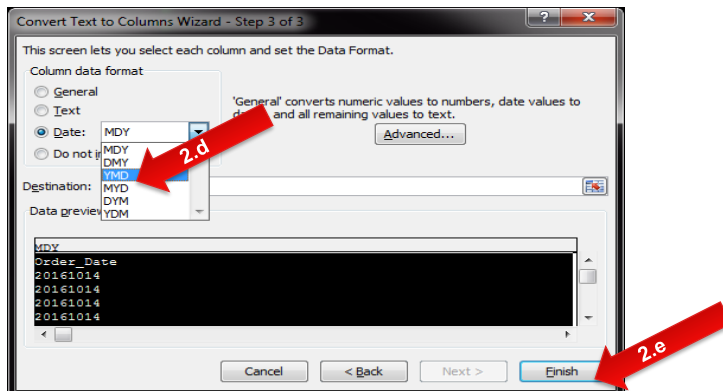   i. If this does not change the format, try another method

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

            c. Click 'Next'

            d. Select Date and 'YMD' from the pull-down menu

            e. Click the 'Finish' button.

      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	▼ ⊙ ✕ ✓ ƒx	=DATE(MID(A2,8,4),MONTH(1&LEFT(A2,3)),MID(A2,5,2))			
	A	B	C	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&LEFT(A2,3)),MID(A2,5,2))				
3	Sep 14 2016 12:00:00:000AM	MID(text, start_num, **num_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				
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				
13	Sep 23 2016 12:00:00:000AM	9/23/2016				
14	Sep 30 2016 12:00:00:000AM	9/30/2016				
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)))