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Change Default Date Format in MS Office

Author: <u>Stephanie Hutcheson</u>, MCT, M. Ed Date: January 17, 2023 Website: <u>Arena Training.com</u>

Changing the date format every time can be frustrating and time consuming. A simple fix is to adjust your computer's settings if you use a particular date format.

Objectives:

- Understand the Default Date Format
- Visit The Control Panel to Update the Format Permanently

The Default Date Format

The default date format that arrives with your computer may not be the format you wish to use. A common default date for English (United States) looks like this in the MONTH/DAY/YEAR (m/d/yyyy) Format.

A	A10 👻 : 🗙 🗸			
	А	В	С	
1	English Date	Format		
2	United States			
3				
4	11/1/2022			
5	11/2/2022			
6	11/3/2022			
7	11/4/2022			
8	11/5/2022			
9	11/6/2022			
10	11/7/2022			
11	11/8/2022			
12	11/9/2022			
13	11/10/2022			
14	11/11/2022			
15	11/12/2022			



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You can change your computer settings to reflect the format of a Country and/or Region of your choosing.

¡IMPORTANT!

This will change the default date setting for **ALL** software. You are probably ok with that, thus the reason you want to change, but be warned.

Region		
Region		
rmats Administrative	3	
ormat:		
French (Canada)		~
anguage preference	es	
Date and time for	nats	
Short date:	yyyy-MM-dd	~
Long date:	d MMMM yyyy	~
Short time:	HH:mm	~
Long time:	HH:mm:ss	~
First day of week	dimanche	~
Examples		
Short date:	2023-01-17	
Long date:	17 janvier 2023	
Short time:	17:04	
Long time:	17:04:46	



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Or you can choose to manually change the format for your region. This is helpful if you don't want to change other formats such as currency.

rmats Administrative	8	
Format:		
English (United Sta	tes)	1
Language preference	ies	
Date and time for	mats	
Short date:	M/d/yyyy ~	
Long date:	M/d/ yyyy M/d/yy	
Short time:	MM/dd/yy MM/dd/yyyy	
Long time:	yy/MM/dd yyyy-MM-dd	
First day of week	dd-MMM-yy	
Examples		
Short date:	1/17/2023	
Long date:	Tuesday, January 17, 2023	
Short time:	5:05 PM	
Long time:	5:05:48 PM	

Change the Date Format for Your Region

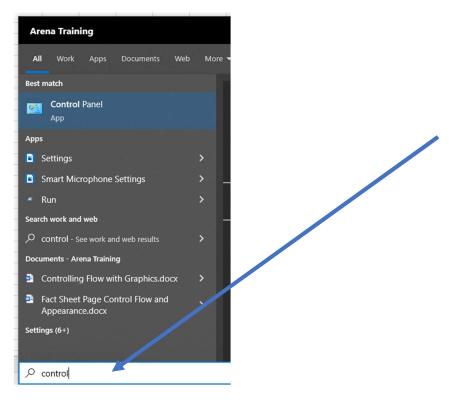
Go to your Control Panel

1. Click on Start and Type Control Panel



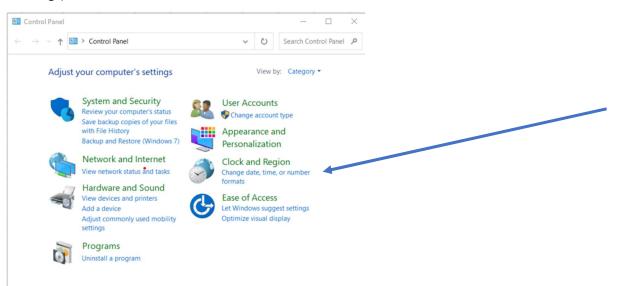
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2. Choose Control Panel



3. Under Clock and Region Choose Change date, time, or number formats

(Your control panel may look a bit different based on your version of Windows, look for date and time settings)



4. Select the date formats preferred



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5. Choose Apply and Ok to accept the dates.

mats Administrative			
ormat:			
nglish (United Sta	tes) ~		
anguage preference	ies -		
Date and time for	mats		
Short date: M/d/yyyy			
	M/d/yyyy		
Long date:	M/d/yy		
Short time:	MM/dd/yy MM/dd/yyyy		
	yy/MM/dd		
Long time:	yyyy-MM-dd		
First day of week:	dd-MMM-yy		
Examples			
Short date:	1/17/2023		
Long date:	Tuesday, January 17, 2023		
Short time:	5:14 PM		
Long time:	5:14:44 PM		
	Additional settings		
	OK Cancel Appl		

- 6. Choose Additional Settings for more format control.
- 7. Choose the Tab to select the desired settings.
- 8. Choose Apply \rightarrow OK.

Customize Format	🔗 Customize Format 🛛 🕹 🗙	Sustomize Format	0
Numbers Currency Time Date	Numbers Currency Time Date	Numbers Currency Time Date	
Examples	Example	Example	
Short time: 5:06 PM	Short date: 1/17/2023	Positive: \$123,456,789.00 Negative: (\$123,456,78	9.00)
Long time: 5:06:59 PM	Long date: Tuesday, January 17, 2023		
Time formats	Date formats	Currency symbol:	~
Short time:	Short date: M/d/yyyy	Positive currency format: \$1.1	~
Long time: h:mm:ss tt ~	Long date: dddd, MMMM d, yyyy ~	Negative currency format: (\$1.1)	~
AM symbol: AM ~	What the notations mean:		
PM symbol: PM ~	d, dd = day; ddd, dddd = day of week; M = month; y = year	Decimal symbol:	\sim
What the notations mean:	Calendar	No. of digits after decimal: 2	~
h = hour m = minute	When a two-digit year is entered, interpret it as a year between:		
s = second (long time only)	1950 and 2049 📮	Digit grouping symbol:	~
tt = A.M. or P.M. h/H = 12/24 hour	First day of week: Sunday ~	Digit grouping: 123,456,789	~
		1	
hh, mm, ss = display leading zero h, m, s = do not display leading zero			
Click Reset to restore the system default settings for numbers, currency, time, and date.	tin N Click Reset to restore the system default settings for numbers, currency, time, and date.	Click Reset to restore the system default settings for numbers, currency, time, and date.	Reset



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Format Changed and Applied for English United States.

Region		×	Ciipboard	12	
Formats Administrative	8	С	8 - :	×	f_{x}
Format:				в	
English (United Stat	English (United States) ~		A	_	
		1	English Date	Format	
Language preference		2	United States		
Date and time for		3			ld
Short date:	yy/MM/dd	4		111	
Long date:	dddd, MMMM d, yyyy $\qquad \qquad $	5	22/11/01		
Short time:	h:mm tt 🗸 🗸	6	22/11/02	-	
Long time:	h:mm:ss tt v	7	22/11/03		
First day of week	Sunday ~	8	22/11/04		
First day of week	Sunday	9	22/11/05		
		10			
Examples Short date:	23/01/17				
		11			
Long date:	Tuesday, January 17, 2023	12			
Short time:	8:10 PM	13	22/11/09		
Long time:	8:10:54 PM	14	22/11/10)	
	Additional settings	15	22/11/11		
	. I bottoniai settingsia	16	22/11/12	2	
	OK Cancel Apply	17			

PUT (Power User Tip)

Change your region based on your daily activities.

PUT (Power User Tip)

If you want to change formats for a SINGLE software, such as WORD or EXCEL, you may want to consider creating a TEMPLATE for all future workbooks. See Tutorials, Tips and Opinions for instructions on creating a template.

There you have it! You've just saved so much time this week you can take a looooonng lunch 😊 Enjoy.

For some more Tutorials, Tips and Opinions visit my website.

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Happy Learning!