



Change Default Date Format in MS Office

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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.

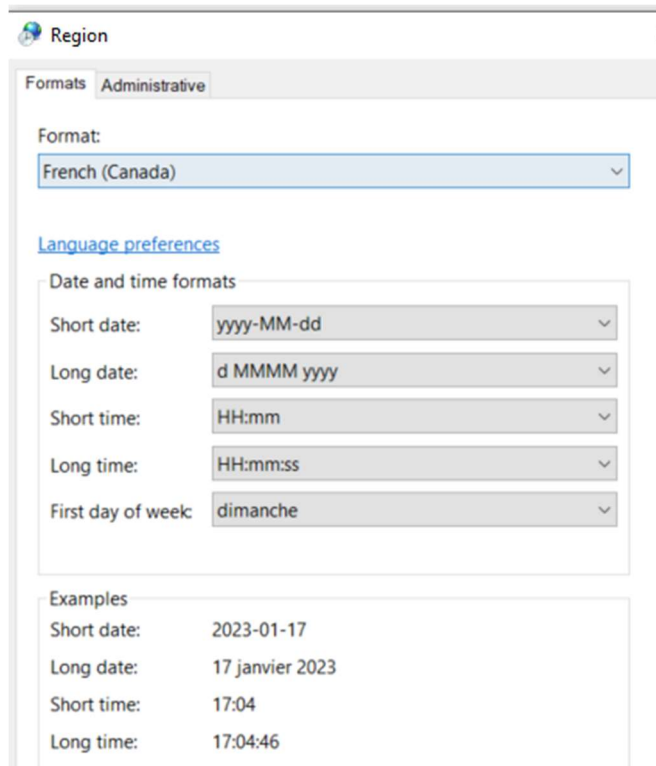
	A	B	C
1	English Date Format		
2	United States		
3			
4	11/1/2022		
5	11/2/2022		
6	11/3/2022		
7	11/4/2022		
8	11/5/2022		
9	11/6/2022		
10	11/7/2022		
11	11/8/2022		
12	11/9/2022		
13	11/10/2022		
14	11/11/2022		
15	11/12/2022		



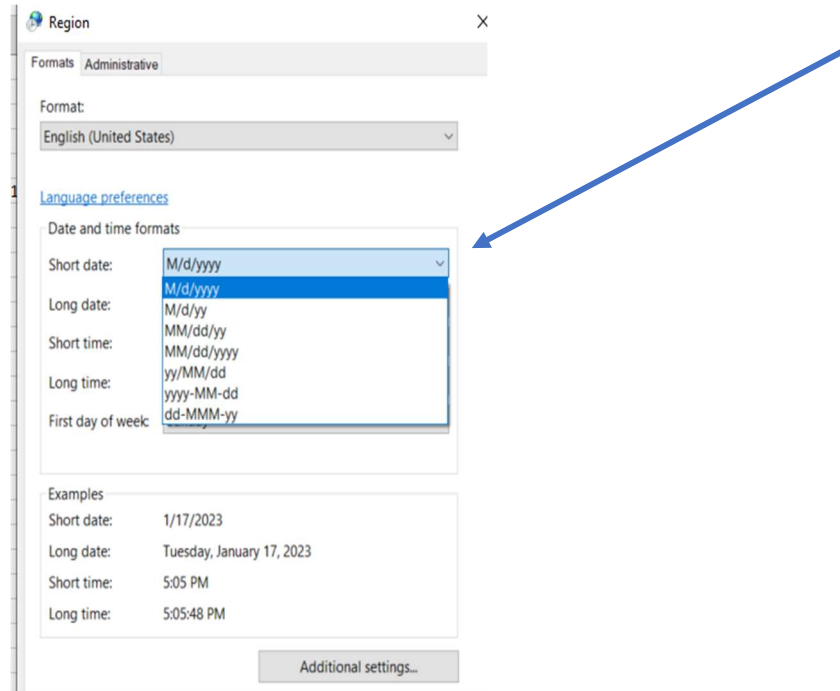
You can change your computer settings to reflect the format of a Country and/or Region of your choosing.

!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.



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.

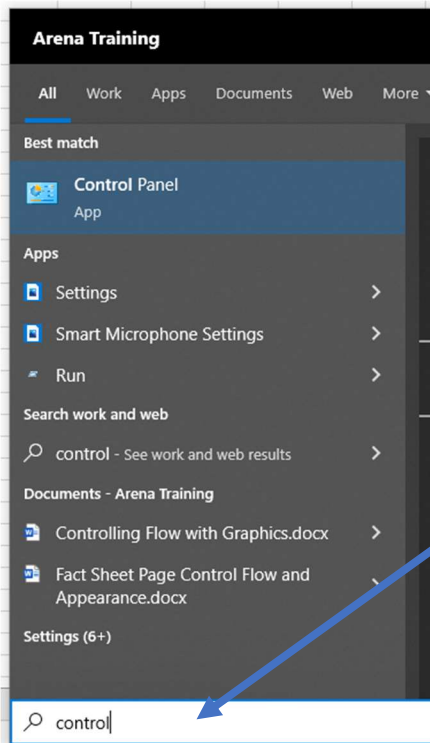


Change the Date Format for Your Region

Go to your Control Panel

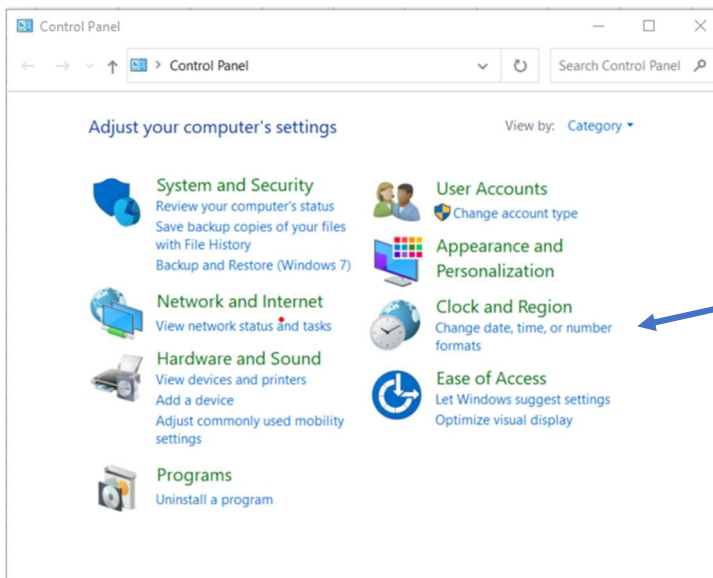
1. Click on Start and Type Control Panel

2. Choose Control Panel



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

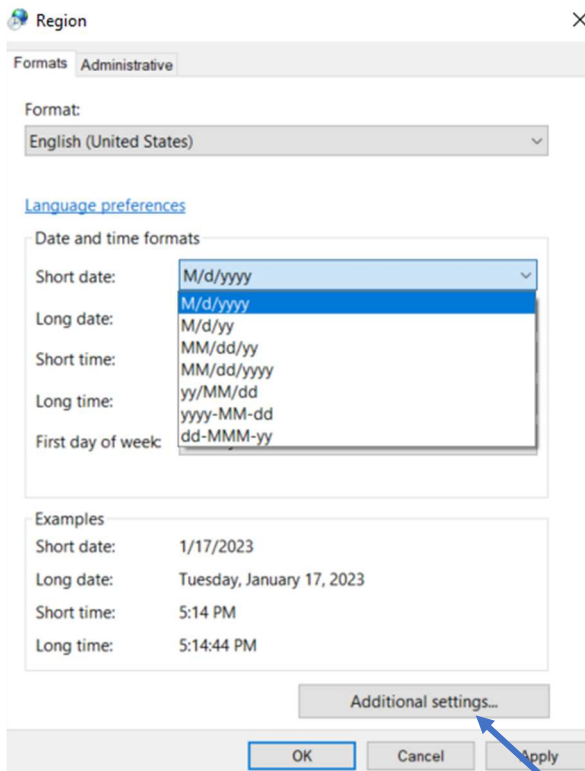
(Your control panel may look a bit different based on your version of Windows, look for date and time settings)



4. Select the date formats preferred



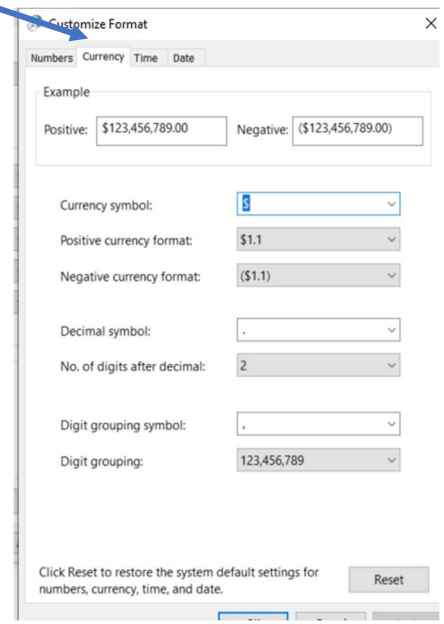
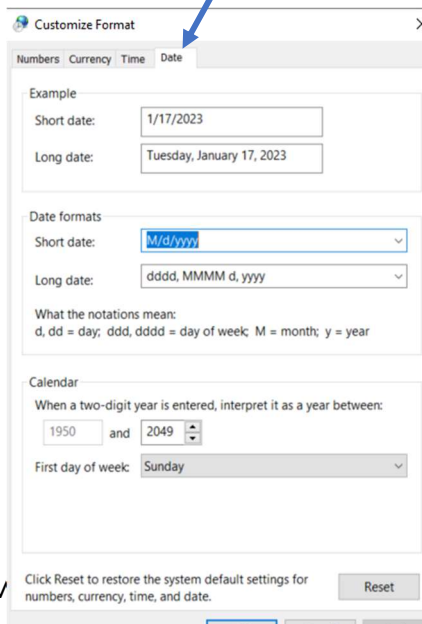
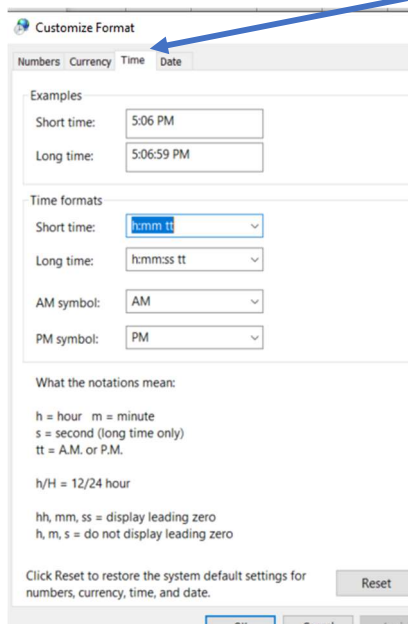
5. Choose Apply and Ok to accept the dates.



6. Choose Additional Settings for more format control.

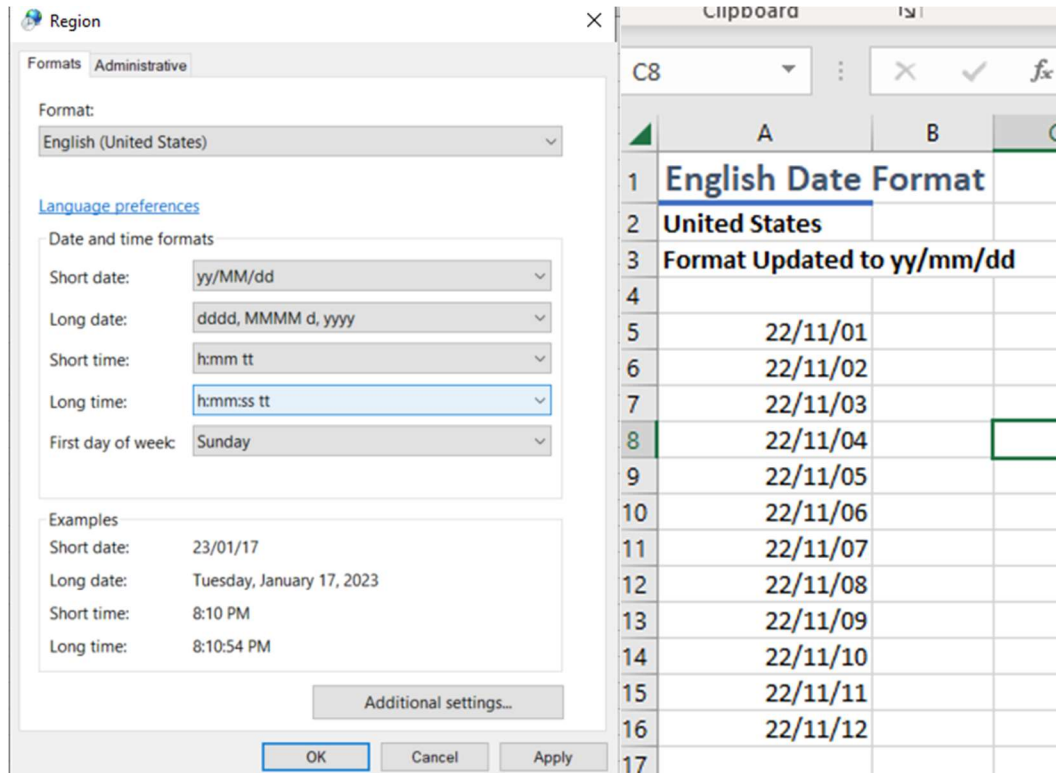
7. Choose the Tab to select the desired settings.

8. Choose Apply → OK.



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Format Changed and Applied for English United States.



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 loooooong lunch 😊 Enjoy.

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

[Arena Training](#)

Happy Learning!