

Change the slash to a dot in Excel format

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To change the slash to a dot in Excel format, please refer to the following article of Network Administrator.

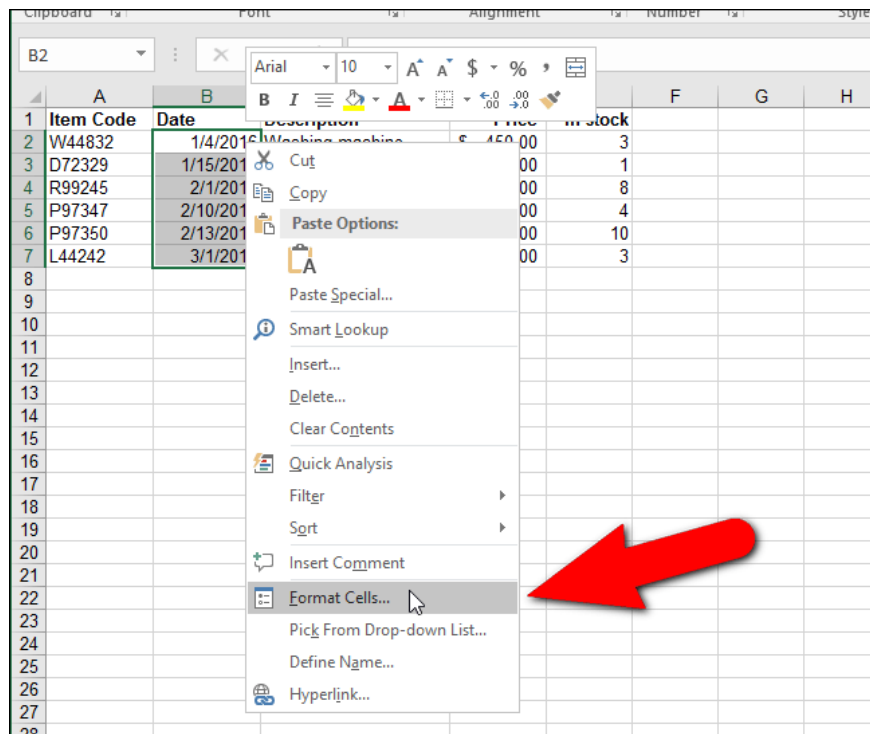
Item Code	Date	Description	Price	In stock
W44832	1/4/2016	Washing machine	\$ 450.00	3
D72329	1/15/2016	Dishwasher		
R99245	2/1/2016	Refrigerator		
P97347	2/10/2016	Plasma TV 47inch		
P97350	2/13/2016	Plasma TV 50inch		
L44242	3/1/2016	LCD TV 42inch		

Item Code	Date	Description	Price
W44832	1.4.2016	Washing machine	\$ 450.00
D72329	1.15.2016	Dishwasher	\$ 498.00
R99245	2.1.2016	Refrigerator	\$ 677.00
P97347	2.10.2016	Plasma TV 47inch	\$ 1,599.00
P97350	2.13.2016	Plasma TV 50inch	\$ 1,899.00
L44242	3.1.2016	LCD TV 42inch	\$ 1,399.00

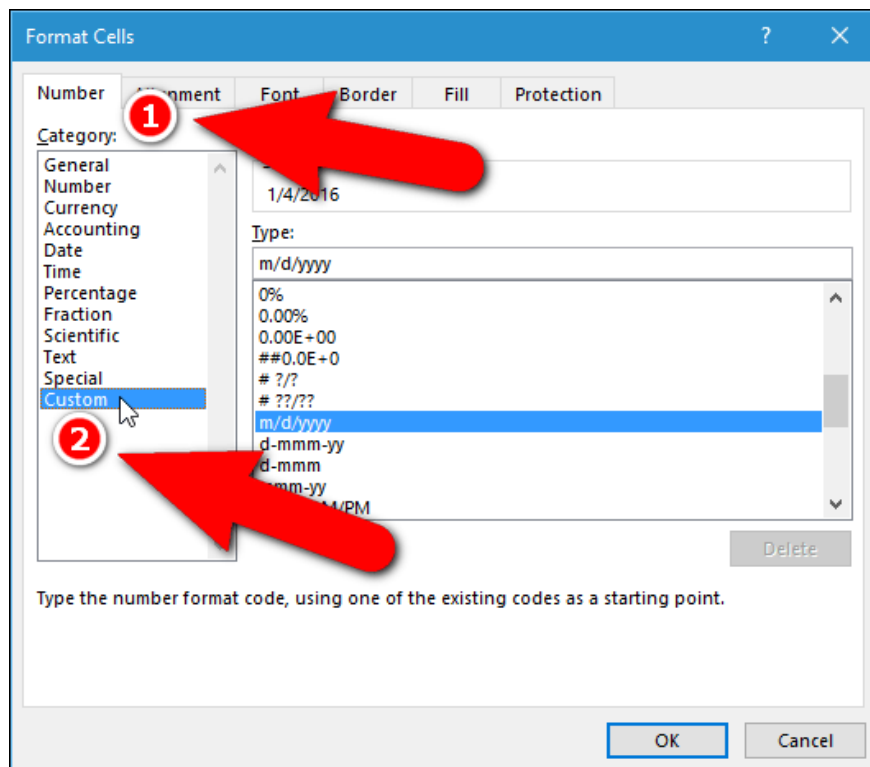
See also: How to reopen Word, Excel or PowerPoint files when closed but not saved yet?

To change the slash to a dot in Excel date format, follow the steps below:

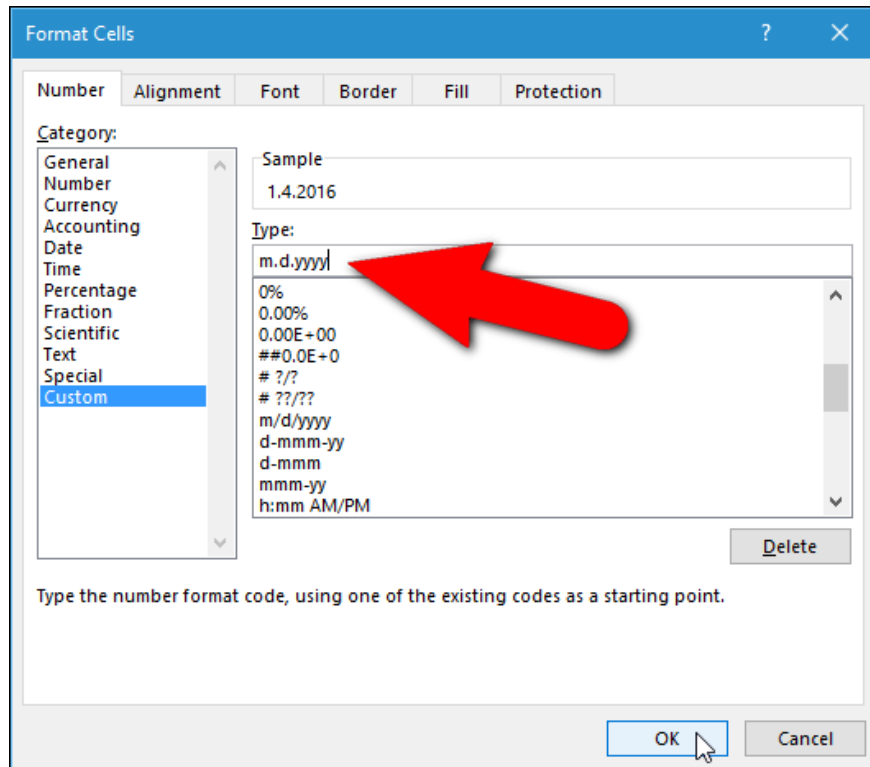
First select the cell containing the date you want to change the format. Then right-click the cell you selected and select **Format Cells** on the popup menu.



Now the Format Cells dialog box appears, you need to make sure that the Number card is activated. Then on the list of items in the Number tab, select **Custom**.



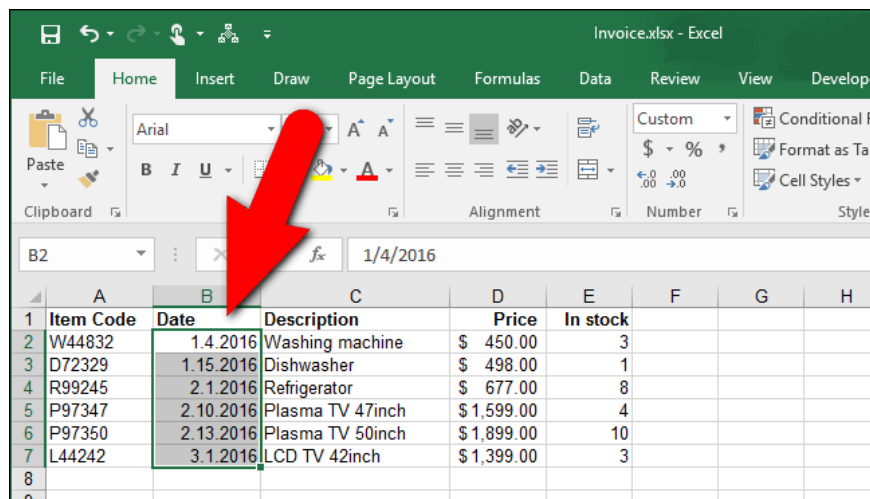
Enter **mdyyyy** in the **Type** edit box and then click **OK**.



Also if you want the date format to have only the last 2 digits of the year, you enter **mdyy** , such as 10.10.16.

Enter **mm.dd.yyyy** to insert a zero before the month and day, such as 01.02.2016.

Now the slash in the date format has been changed with a dot.



If you want to use a slash in the old date format, follow the same steps, then select **Date** in the list of items on the Format Cell dialog box and select the format on Type.

Refer to some of the following articles of Network Administrator:

1. **Instructions for copying or moving Worksheet in Excel 2013**
2. **Hide and show sheets in Excel**
3. **10 ways to recover corrupted Excel files**

Good luck!

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