

Extracting A Date Value

When a column contains date and time data but you only want a date without time. Since the value of time is a fractional measure of a day, it is possible to use the INT Function (**=INT(cellAddress)**) formula to remove the time component of the date. The TRUNC function (**=TRUNC(cellAddress)**) will truncate the value without any rounding. The cell would still need to be formatted to display the date the way you want.

Cell A1 contains 12/18/2020 16:30
=INT(A1) returns 12/18/2020

=TRUNC(A1) returns 12/18/2020

Extracting A Time Value

If the value in a cell is 12/18/2020 16:30 and you needed to get the time out as 16:30, the **=TIME(Hour(cellAddress),MINUTE(cellAddress),Second(cellAddress))** formula will return the time. As before the cell will still require the appropriate formatting.

	A	B	C	D
1		=INT(A2)		=TRUNC(A2)
2	12/18/20 5:30	12/18/2020		12/18/2020
3	12/18/20 16:30	12/18/2020		12/18/2020
4				