

Access: Format Function (with Dates)

In Access, the **Format** function takes an expression and returns it as a formatted string.

The syntax for the **Format** function is:

Format (expression, [format, [firstdayofweek, [firstweekofyear]]])

expression is the value to format.

format is optional. It is the format to apply to the *expression*. You can either define your own format or use one of the named formats that Access has predefined such as:

Format	Explanation
General Date	Displays date based on your system settings
Long Date	Displays date based on your system's long date setting
Medium Date	Displays date based on your system's medium date setting
Short Date	Displays date based on your system's short date setting
Long Time	Displays time based on your system's long time setting
Medium Time	Displays time based on your system's medium time setting
Short Time	Displays time based on your system's short time setting

firstdayofweek is optional. It is a value that specifies the first day of the week. If this parameter is omitted, the **Format** function assumes that Sunday is the first day of the week. This parameter can be one of the following values:

Constant	Value	Explanation
vbUseSystem	0	Uses the NLS API setting
VbSunday	1	Sunday (default, if parameter is omitted)
vbMonday	2	Monday
vbTuesday	3	Tuesday
vbWednesday	4	Wednesday
vbThursday	5	Thursday
vbFriday	6	Friday

vbSaturday	7	Saturday
------------	---	----------

firstweekofyear is optional. It is a value that specifies the first week of the year. If this parameter is omitted, the **Format** function assumes that the week that contains January 1 is the first week of the year. This parameter can be one of the following values:

Constant	Value	Explanation
vbUseSystem	0	Uses the NLS API setting
vbFirstJan1	1	The week that contains January 1.
vbFirstFourDays	2	The first week that has at least 4 days in the year.
vbFirstFullWeek	3	The first full week of the year.

For example:

Format (#17/04/2004#, "Short Date") would return '17/04/2004'
Format (#17/04/2004#, "Long Date") would return 'April 17, 2004'
Format (#17/04/2004#, "yyyy/mm/dd") would return '2004/04/17'

VBA Code

The **Format** function can be used in VBA code. For example:

```
Dim LValue As String
```

```
LValue = Format (Date, "yyyy/mm/dd")
```

In this example, the variable called LValue would now contain the date formatted as yyyy/mm/dd.

SQL/Queries

You can also use the **Format** function in a query.

Query4 : Select Query

Employees

Title
TitleOfCourtesy
BirthDate
HireDate
Address

Field: Expr1: Format([BirthDate], "yyyy/mm/dd")
 Table:
 Sort:
 Show: ☒
 Criteria:
 or:

The results would look something like this:

Query4 : Select Query

	Expr1
▶	1948/12/08
	1952/02/19
	1963/08/30
	1937/09/19
	1963/07/02
	1960/05/29
	1958/01/09
	1966/01/27
*	

Record: 1 of 8