

Excel: Convert Minutes to Hours and Minutes

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In various professional and analytical contexts, the need to convert raw time values from [minutes](#) into a more readable [hours](#) and [minutes](#) format within [Excel](#) arises frequently. This conversion is essential for tasks such as calculating project durations, analyzing athletic performance, or tracking work time, where raw minute counts can be cumbersome to interpret.

Fortunately, [Excel](#) provides straightforward methods to achieve this transformation. This comprehensive, step-by-step guide will walk you through the precise process, ensuring your time-based [data](#) is displayed in a clear and meaningful format, enhancing both readability and analytical utility.

Step 1: Preparing Your Dataset

The initial phase of any [data](#) manipulation task in [Excel](#) involves properly structuring your input. Before we can perform any conversions, it is crucial to have your time values, expressed solely in [minutes](#), accurately entered into a worksheet. This foundational step ensures that subsequent calculations are based on correct and consistent information.

For the purpose of this tutorial, we will utilize a sample [dataset](#). Imagine a scenario where you have recorded the time, in [minutes](#), it took for various athletes to complete a specific task. This type of [data](#) is common in sports analytics, operational efficiency tracking, or time-motion studies.

Let's begin by entering the following information into your [Excel](#) spreadsheet. Ensure each numerical value representing [minutes](#) is placed in its designated cell, typically within a dedicated column for easy reference and formula application.

	A	B	C	D	E	F
1	Athlete	Minutes				
2	Andy	30				
3	Bert	35				
4	Chad	71				
5	Derrick	60				
6	Erny	42				
7	Frank	45				
8	George	74				
9	Harry	27				
10	Isaiah	90				
11	John	24				
12						
13						
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20						

Step 2: Performing the Core Time Calculation

To correctly display [minutes](#) as [hours](#) and [minutes](#) in [Excel](#), it's essential to understand how the program handles time. [Excel](#) internally stores dates and times as [serial numbers](#). A full day is represented by the integer 1. Consequently, one [hour](#) is 1/24 of a day, and one [minute](#) is 1/(24 * 60) of a day.

This calculation yields 1/1440. Therefore, to convert a value in [minutes](#) into [Excel](#)'s internal time format, you must divide the total [minutes](#) by 1,440. This fundamental conversion step translates your raw minute counts into a fractional representation of a day, which [Excel](#) can then interpret as a time value.

We will apply this principle by entering a specific [formula](#) into a new column. For our example, assuming your first minute value is in cell **B2**, you would type the following [formula](#) into cell **C2**. After entering, press Enter to compute the initial result.

=B2/1440

Once the [formula](#) is correctly applied to the first cell, you can efficiently extend it to the rest of your [data](#). Simply click on cell **C2**, then drag the fill handle (the small square at the bottom-right corner of the cell) downwards to automatically populate the [formula](#) to all remaining cells in column C. This action will convert each minute value into its corresponding [Excel](#) time [serial number](#).

	A	B	C	D	E	F
1	Athlete	Minutes	Hours & Minutes			
2	Andy	30	0.020833333			
3	Bert	35	0.024305556			
4	Chad	71	0.049305556			
5	Derrick	60	0.041666667			
6	Erny	42	0.029166667			
7	Frank	45	0.03125			
8	George	74	0.051388889			
9	Harry	27	0.01875			
10	Isaiah	90	0.0625			
11	John	24	0.016666667			
12						
13						
14						
15						
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18						

Step 3: Customizing Cell Formats for Readability

After applying the division [formula](#), the cells in column C will likely display decimal values, which represent [Excel](#)'s internal [serial numbers](#) for time. To make these values comprehensible as [hours](#) and [minutes](#), we need to adjust the [Number Format](#) of these cells. This crucial step dictates how the underlying numerical values are presented to the user, transforming abstract decimals into a familiar time notation.

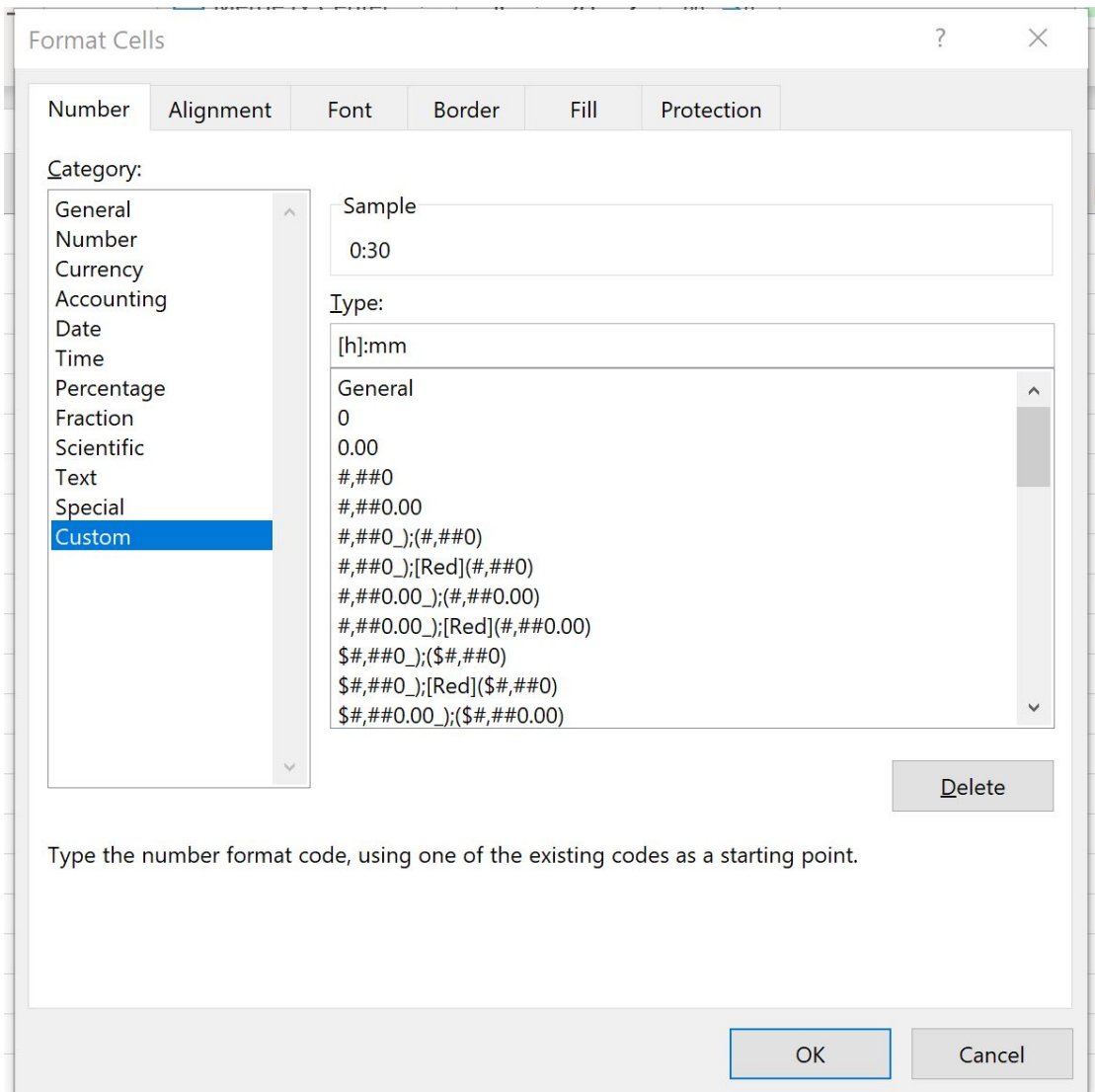
To initiate the formatting process, first, select the range of cells containing your converted time values. In our example, this would be cells **C2:C11**. Once highlighted, navigate to the **Home** tab on the [Excel](#) ribbon. Locate the **Number** group and click on the **Number Format** dropdown menu. From the options presented, select **More Number Formats** to open the comprehensive **Format Cells** dialog box.

The screenshot shows the Excel interface with the 'Format Cells' dialog box open. The spreadsheet has a column header 'Hours & Minutes' in cell C1 and a list of decimal values in cells C2 through C10. The 'Format Cells' dialog box is open to the 'Number' category, showing various formatting options like General, Number, Currency, Accounting, Short Date, Long Date, Time, Percentage, Fraction, Scientific, and Text. The 'Number' category is selected, and the 'More Number Formats...' button is visible at the bottom of the dialog.

Hours & Minutes	D	E	F	G	H	I
0.020833333						
0.024305556						
0.049305556						
0.041666667						
0.029166667						
0.03125						
0.051388889						
0.01875						
0.0625						
0.016666667						

Within the **Format Cells** dialog box, you will find a list of categories on the left-hand side. Click on **Custom**. This selection allows you to define a specific display format that perfectly suits your needs, moving beyond the standard predefined options. The ability to create a **custom format** is one of **Excel**'s most powerful features for data presentation.

In the **Type** input box, you will enter the **custom format code**: `:mm`. This specific code instructs **Excel** to display the total number of **hours** (the `` part, which prevents the hour count from resetting after 24 hours) followed by a colon, and then the **minutes** (`mm`). After entering the code, click **OK** to apply the new formatting to your selected cells.



Interpreting Your Converted Time Values

Upon clicking **OK**, you will observe an immediate transformation in your worksheet. The cells in column C, which previously displayed decimal [serial numbers](#), will now automatically be formatted to show the time in the clear and intuitive [hours](#) and [minutes](#) format. This visual change significantly enhances the readability and utility of your time [data](#), making it much easier to analyze and report.

The application of the `:mm` [custom format](#) ensures that even total [hours](#) exceeding 24 are accurately represented, providing a cumulative duration rather than resetting to a 24-hour clock cycle. This distinction is particularly vital for tracking durations that span multiple days or significant lengths of time.

	A	B	C	D	E	F
1	Athlete	Minutes	Hours & Minutes			
2	Andy	30	0:30			
3	Bert	35	0:35			
4	Chad	71	1:11			
5	Derrick	60	1:00			
6	Erny	42	0:42			
7	Frank	45	0:45			
8	George	74	1:14			
9	Harry	27	0:27			
10	Isaiah	90	1:30			
11	John	24	0:24			
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To illustrate the effectiveness of this conversion, consider the following examples from our sample [dataset](#):

A duration of **30 minutes** is precisely converted and displayed as **0:30**, signifying 0 [hours](#) and 30 [minutes](#).

Similarly, **35 minutes** will be shown as **0:35**, representing 0 [hours](#) and 35 [minutes](#).

For a duration of **71 minutes**, the conversion yields **1:11**, correctly indicating 1 [hour](#) and 11 [minutes](#).

This method consistently and accurately transforms raw minute counts into a highly readable and functionally useful time format, making your [Excel](#) worksheets more powerful for any time-related analysis.

Further Excel Learning Opportunities

Mastering time conversions is just one aspect of unlocking [Excel](#)'s vast capabilities. To further enhance your proficiency and tackle a wider range of [data](#) management and analysis challenges, explore additional tutorials. The following resources explain how to perform other common and

advanced operations in [Excel](#), building upon the foundational skills you've developed here.