

How to Remove Decimal Places in Excel: 2 Easy Methods

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The process of managing numerical data in **Microsoft Excel** often necessitates the refinement of values to ensure clarity, accuracy, and professional presentation. When working with complex datasets, users frequently encounter numbers with extensive decimal places that may not be required for the final analysis or reporting phase. Removing these digits after the decimal point is a fundamental skill in **data cleansing**, allowing for a more streamlined view of information without the clutter of unnecessary fractional values. This article explores two primary methodologies for achieving this: the **TRUNC function** and the **INT function**, both of which serve to simplify numerical entries into integer forms or specific decimal lengths.

Selecting the appropriate method depends largely on the specific requirements of your project and how you intend to handle **negative numbers**. While both functions appear to perform similar tasks on positive values, their underlying mathematical logic differs significantly when dealing with values below zero. Understanding these nuances is essential for any professional working in **accounting**, **engineering**, or **data science**, where even a minor discrepancy in rounding or truncation can lead to significant errors in cumulative totals. By the end of this guide, you will be equipped with the knowledge to implement these functions effectively within your **spreadsheets**.

Efficiency in **spreadsheet management** is not just about the final output but also about the methods used to reach it. Using formulas to remove decimals provides a dynamic solution that updates automatically as your source data changes, which is far superior to manual entry. Whether you are preparing a financial statement or a scientific report, mastering the **formula bar** in Microsoft Excel ensures that your data remains robust and your workflows remain scalable. Let us delve into the specific techniques required to strip decimal digits and maintain high-quality data integrity.

Remove Digits After Decimal in Excel (2 Methods)

Foundations of Numerical Truncation in Microsoft Excel

In the realm of numerical analysis, truncation refers to the process of shortening a number by dropping all digits following a certain point without performing any rounding. In **Microsoft Excel**, this is often necessary when you need the "whole" part of a number for **index** creation, **ID generation**, or when fractional units are physically impossible to represent. For example, in inventory management, you cannot have a fraction of a physical product, making it necessary to remove decimal components to reflect actual stock levels accurately.

The two most common ways to remove digits after a decimal place in **Excel** involve specific functions designed for **mathematical precision**. These functions allow the user to control exactly how the decimal part is handled, whether it is simply ignored or rounded down to the nearest integer. By using these automated tools, you eliminate the risk of human error associated with

manual data adjustment, ensuring that your **dataset** remains consistent across thousands of rows.

It is important to distinguish between **cell formatting** and **formulaic removal**. Formatting only changes what the user sees on the screen, while the underlying floating-point value remains unchanged in **Excel's** memory. Conversely, using the **TRUNC** or **INT** functions actually modifies the value used in subsequent calculations. This distinction is vital for maintaining **data integrity**, especially when those values are used as inputs for other complex formulas within your workbook.

Method 1: Use TRUNC Function

=TRUNC(B2)

Method 2: Use INT Function

=INT(B2)

Both of these formulas are designed to remove all digits after the decimal place for the number located in cell **B2**. While they often produce identical results for positive values, their behavior diverges when processing **negative numbers**, a detail we will explore in depth. The following practical example demonstrates how to apply each formula within a standard **Excel** environment using a sample dataset to illustrate the transformation of raw numbers into clean integers.

	A	B	C	D	E
1	Player	Points			
2	Andy	22.43			
3	Bob	30.22			
4	Chad	19.03			
5	Doug	21.03			
6	Eric	13.05			
7	Frank	13.89			
8	Greg	14.78			
9	Henry	20.22			
10	Isaac	27.35			
11	John	18.55			
12	Kendall	15.99			
13	Luke	23.11			
14					
15					
16					

Technical Breakdown of the TRUNC Function

The TRUNC function is specifically engineered to truncate a number to a specified number of decimal places. When the second argument of the function is omitted, it defaults to zero, effectively removing all digits after the decimal point. Unlike rounding functions, **TRUNC** does not look at the value of the decimal to decide whether to round up or down; it simply "cuts off" the fractional part, making it an ideal choice for users who need the absolute whole number component regardless of the fraction's magnitude.

One of the primary advantages of the **TRUNC** function is its predictability. In financial modeling, for instance, you might need to calculate the number of full months or periods elapsed. Using **TRUNC** ensures that you only count a period once it is 100% complete, ignoring any partial progress. This function operates on the principle of **absolute value** reduction for positive numbers, effectively moving the value toward zero on the number line.

When implementing **TRUNC** in **Microsoft Excel**, the syntax is straightforward: `=TRUNC(number, )`. The first argument is the cell reference or the number itself, and the optional second argument defines the precision. For the purpose of removing all decimals, we focus on the default behavior. This simplicity makes it a favorite among **data analysts** who require a quick, reliable method to clean their **numerical data** without worrying about the complexities of rounding rules.

Example 1: Use TRUNC Function to Remove Digits After Decimal in Excel

To demonstrate the practical application of this function, we look at a dataset where raw values are stored in column B. We can type the following formula into cell **C2** to remove the digits after the decimal place in the value in cell **B2**:

=TRUNC(B2)

Once the formula is entered, **Excel** processes the value and returns the integer portion. To apply this to the rest of the dataset, we can click and drag this formula down to each remaining cell in column C. This **autofill** feature is one of the most powerful aspects of the Excel interface, allowing for the rapid transformation of large volumes of data with a single motion.

C2 ✕ ✓ <i>fx</i> =TRUNC(B2)				
	A	B	C	D
1	Player	Points	Remove Digits After Decimal	
2	Andy	22.43	22	
3	Bob	30.22	30	
4	Chad	19.03	19	
5	Doug	21.03	21	
6	Eric	13.05	13	
7	Frank	13.89	13	
8	Greg	14.78	14	
9	Henry	20.22	20	
10	Isaac	27.35	27	
11	John	18.55	18	
12	Kendall	15.99	15	
13	Luke	23.11	23	
14				
15				
16				

Notice that each cell in column C returns the number in the corresponding cell in column B with the digits after the decimal place removed. The results remain purely **integers**, regardless of whether the original decimal was .1 or .9. This confirms that no rounding has occurred, providing a clean "chop" of the data that is often required for **database** imports or specific mathematical models where precision is strictly defined by the whole unit.

For those interested in the deeper mechanics and alternative uses of this tool, such as truncating to a specific number of decimal places rather than zero, you can find the complete documentation for the TRUNC function in **Excel** on the official Microsoft support site. Understanding the full range of arguments can expand your ability to manipulate decimal data across various professional scenarios.

Understanding the INT Function and Integer Conversion

The INT function is another robust tool in the **Excel** arsenal, designed to round a number down to the nearest integer. While this may sound identical to truncation, it follows a specific rule: it always rounds down to the lower value. In the context of positive numbers, this results in the removal of the decimal. However, the **logic** of "rounding down" is a mathematical constant that ensures the result is always less than or equal to the original number.

The **INT** function is frequently used in **time calculations** and **date-time** conversions. Since **Excel**

stores dates as integers and times as decimals, the **INT** function is the standard way to extract the date portion from a date-time timestamp. By stripping away the decimal (the time), you are left with the whole number that represents the specific day. This makes it an indispensable tool for **logistics** and **project management** where daily tracking is essential.

When using `=INT(number)`, there is only one argument required. This simplicity makes it very accessible for beginners. However, advanced users must remain aware that "rounding down" means moving toward negative infinity on the **number line**. This is why the function is technically classified as a floor function. While it effectively removes decimals, its behavior with negative values is the primary reason why an editor might choose **TRUNC** over **INT** or vice-versa.

Example 2: Use INT Function to Remove Digits After Decimal in Excel

Applying the **INT** function follows the same workflow as the previous method. To remove the digits after the decimal place in the value in cell **B2**, we can type the following formula into cell **C2**:

=INT(B2)

After entering the formula, the decimal part is removed, and the integer is displayed. We can then click and drag this formula down to each remaining cell in column C to complete the dataset transformation. This consistent application ensures that the entire column follows the same **computational logic**, which is vital for the **auditing** and **verification** of your work.

C2 ▾ : ✕ ✓ <i>fx</i> =INT(B2)				
	A	B	C	D
1	Player	Points	Remove Digits After Decimal	
2	Andy	22.43	22	
3	Bob	30.22	30	
4	Chad	19.03	19	
5	Doug	21.03	21	
6	Eric	13.05	13	
7	Frank	13.89	13	
8	Greg	14.78	14	
9	Henry	20.22	20	
10	Isaac	27.35	27	
11	John	18.55	18	
12	Kendall	15.99	15	
13	Luke	23.11	23	
14				
15				
16				

Notice that each cell in column C returns the number in the corresponding cell in column B with the digits after the decimal place removed. In this specific dataset, which contains only positive values, the results of this formula match the results from using the **TRUNC** function. This parity often leads users to believe the functions are interchangeable, but as previously noted, the underlying algorithm differs when the input values are negative.

Both functions produce the same result for positive numbers, so feel free to use whichever one you prefer for simple **data cleaning** tasks. For a more comprehensive understanding of how this function handles various **numerical** inputs, you can find the complete documentation for the INT function in **Excel**, which provides further technical details and edge cases.

Critical Comparison: Handling Negative Numbers and Data Precision

The most significant distinction between **TRUNC** and **INT** lies in their treatment of negative numbers. If you have the value -4.1, **TRUNC**(-4.1) will return -4 because it simply removes the decimal. However, **INT**(-4.1) will return -5 because it rounds the number **down** to the next lowest integer. This difference is crucial in **scientific computing** and **financial accounting**, where the direction of rounding can impact the outcome of a balance sheet or a statistical model.

When your goal is strictly to remove the decimal portion while keeping the whole number intact as it appears, **TRUNC** is the safer and more literal choice. It treats the number as a string of digits and

simply stops at the decimal point. Conversely, if you are performing **mathematical operations** where the "floor" of a number is required, **INT** is the correct mathematical function to utilize. Understanding this prevents unexpected results when your datasets contain mixed positive and negative values.

In terms of **computational efficiency**, both functions are extremely lightweight and perform well even in massive big data environments. Choosing between them is less about performance and more about the **logic** of your specific data model. Professional **Excel** developers often prefer **TRUNC** when the objective is "digit removal" and **INT** when the objective is "rounding down." Maintaining this conceptual clarity in your formulas makes your workbooks easier for others to interpret and maintain.

Advanced Strategies for Data Management and Formatting

Beyond the use of formulas, **Microsoft Excel** offers several other ways to manage decimal visibility. For instance, the "Decrease Decimal" button on the **Home tab** provides a quick way to change the visual representation of numbers. However, it is essential to remember that this is a **formatting** change, not a structural one. The decimals still exist and will be used in any calculations referencing those cells, which can sometimes lead to "apparent" math errors where the displayed numbers don't seem to add up correctly to the displayed total.

For more permanent **data cleansing**, some users prefer the ROUNDOWN function, which offers similar results to **TRUNC** but requires the user to specify the number of digits. While slightly more complex, it provides additional flexibility for those who might need to truncate to the tens or hundreds place. Incorporating these functions into your daily **workflow** enhances your ability to produce high-quality, professional-grade reports that are free from the distraction of unnecessary decimal precision.

In conclusion, whether you choose the **TRUNC** function for its literal truncation or the **INT** function for its "round down" logic, you are taking an important step toward better **data management**. Clear, integer-based data is often the requirement for **final reports**, **data migrations**, and **user interfaces**. By mastering these two methods, you ensure that your **Excel** skills remain sharp and your data remains accurate, regardless of the complexity of the task at hand.

The following tutorials explain how to perform other common operations in **Excel**, helping you further expand your expertise in **spreadsheet** automation and data analysis:

How to use the ROUND function for standard rounding rules.

Utilizing MROUND for rounding to the nearest multiple.

Advanced data validation techniques for numerical inputs.

Mastering the Power Query editor for massive data transformations.