



## How To Convert a Text Date Variable into Quarters

### Problem

The data file contains a text variable which contains dates (e.g. 28/3/2006). Analysis requires a question which aggregates these dates into quarters.

### Steps to solve

1. Select the *Text Variable* in the **Variables and Questions** tab.
2. Change the **Variable Type** from **Text to Date**. A new variable will now have been created immediately under the *Text Variable*.
3. Select the newly created *Date Variable*, right-click with your mouse and select **Insert Ready-Made Formula(s)** and then **Date -> Moving Average....**
4. Change the **Unit to Quarter**.
5. Set the **End date** to the final day of the final quarter you wish to construct. By default, it will be showing the final date in your data file. If, for example, the date shown is *Tuesday, 8 July 2008*, to create a July Quarter running from 1 April to 31 July, you would set the **End Date** as *Thursday, 31 July 2008*.

### Additional reading

*How To Convert Week Numbers into Date Format.*

Terms shown in *Italics* and **Bold** can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within Q.

### What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .