📅 Day Format Codes:

Example Date A1 = (4-Jul-2025)

Code	Meaning	Formula	Result
D	Day without leading 0	=TEXT(A1, "D")	4
DD	Day with leading 0	=TEXT(A1, "DD")	04
DDD	Abbreviated weekday	=TEXT(A1, "DDD")	Thu
DDDD	Full weekday	=TEXT(A1, "DDDD")	Thursday

📅 Month Format Codes:

Example Date A1 = (7-jul-2025)

Code	Meaning	Formula	Result
M	Month number (no leading 0)	=TEXT(A1, "M")	7
MM	Month number (2 digits)	=TEXT(A1, "MM")	07
MMM	Abbreviated month	=TEXT(A1, "MMM")	Jul
MMMM	Full month name	=TEXT(A1, "MMMM")	July
MMMMM	First letter of the month	=TEXT(A1, "MMMMM")	J

📅 Year Format Codes:

Example Date A1 = (25-jul-2025)

Code	Meaning	Formula	Result
YY	Last 2 digits of the year	=TEXT(A1, "YY")	25
YYYY	Full 4-digit year	=TEXT(A1, "YYYY")	2025

Note: Always put the format code in **double quotes** "..."

VALUE():

Purpose: Converts text that appears as a number into an actual number.

Syntax: =VALUE(text)

EX.

A1 = “123.45”

B1 = “$1000”

Use: =VALUE(A1)

=VALUE(B1)

Result: 123.45

1000

Note: Useful when numbers are stored as text and you want to perform calculations.

TEXT():

Purpose: The TEXT function in Excel is used to convert numbers or dates into text in a specific

Syntax: =TEXT(value, format_text)

Ex.

B2 = 0.75

D1 = 4500

Use: =TEXT(B2, “0%”)

=TEXT(B2, “$#,##0”)

Result: 75%

$4,500

NOW():

Purpose: Returns the current date and time. Updates every time the sheet recalculates.

Syntax: =NOW()

Ex.

(No input needed)

Use: =NOW()

Result: 24-07-2025 04:45 PM *(example)*

TODAY():

Purpose: Returns the current date (updates daily).

Syntax: =TODAY()

EX.

No input needed

Use: =TODAY()

Result: 24-07-2025 *(example, based on current date)*

DATE():

Purpose: To create a valid Excel date from **year, month,** and **day** values.

Syntax: =DATE(YEAR,MONTH,DAY)

EX.

Use: =DATE(2025, 7, 25)

= =DATE(YEAR(TODAY()), MONTH(TODAY()), DAY(TODAY())+7)

Result: 25-07-2025

It will display today's date.

Special Features:

- If month > 12, Excel moves to the next year
  👉 =DATE(2025, 14, 5) → 05-02-2026
- If day > days in month, Excel adjusts to the next month
  👉 =DATE(2025, 2, 30) → 02-03-2025

NOTE: =MONTH(1&A2)

A2 = July

Purpose: Convert the text month name (like "July") in cell A2 into its month number using a trick.

Ex.

Use: =MONTH(1&A2)

Result: 7

DAY():

Purpose: Extracts the day number (1–31) from a date.

Syntax: =DAY(SERIAL_NUMBER)

Ex.

A1 = 24-07-2025

Use: =DAY(A1)

Result: 24

MONTH():

Purpose: Extracts the month number (1–12) from a date.

Syntax: =MONTH(SERIAL_NUMBER)

Ex.

A1 = 24-07-2025

Use: =MONTH(A1)

Result: 7

YEAR():

Purpose: Extracts the **year** from a date.

Syntax: =YEAR(SERIAL_NUMBER)

Ex.

A1 = 24-07-2025

Use: =YEAR(A1)

Result: 2025

DAYS():

Purpose: The **DAYS** function in Excel is used to calculate the **number of days between two dates**.

Syntax: =DAYS(end_date, start_date)

EX.

A1 = 01/01/2025, B1 = 10/01/2025

Use: =DAYS(B1, A1)

Result: 9

WORKDAY():

Purpose: The WORKDAY function in Excel returns a date that is a specified number of **working days** (excluding weekends and optional holidays) **before or after a start date**.

Syntax: =WORKDAY(start_date, days, [holidays])

Ex.

A1 = 01/01/2025

Use: =WORKDAY(A1, 10)

Result: 15/01/2025 (Skips weekends, so 10 working days after Jan 1 is Jan 15)

WORKDAY.INTL():

Purpose: The WORKDAY.INTL function is similar to WORKDAY, but it **lets you customize weekends** (e.g., Friday–Saturday instead of Saturday–Sunday).

Syntax: =WORKDAY.INTL(start_date, days, [weekend], [holidays])

Ex.

A1 = 01/01/2025

[WEEKEND]:

Requires seven ‘0’s or ‘1’s.

“1” represents a weekend day.

“0” represents a workday.

Use: =WORKDAY.INTL(A1, 10, “0000001”)

Result: 14/01/2025

(0000001 = Sunday only is weekend, so 10 working days after Jan 1 with Sunday off)

Note: The 7-character string helps you **customize** your working week exactly how you want. (start from Monday)

NETWORKDAYS():

Purpose: The NETWORKDAYS function returns the **number of working days** (excluding weekends and optional holidays) **between two dates**.

Syntax: =NETWORKDAYS(start_date, end_date, [holidays])

Ex.

A1 = 01/01/2025, B1 = 10/01/2025

Use: =NETWORKDAYS(A1, B1)

Result: 8 (Counts working days from Jan 1 to Jan 10)

NETWORKDAYS.INTL():

Purpose: The NETWORKDAYS.INTL function calculates the number of working days between two dates, **with custom weekend days** and optional holidays.

Syntax: =NETWORKDAYS.INTL(start_date, end_date, [weekend], [holidays])

Ex.

A1 = 01/01/2025, B1 = 10/01/2025

Use: =NETWORKDAYS.INTL(A1, B1, “0000001”)

Result: 9

(“0000001” = Sunday-only weekend, so more working days are counted)

EDATE():

Purpose: The EDATE function is used to calculate a date that is a specified number of months before or after a given **start date**.

Syntax: =EDATE(start_date, months)

Ex.

A1 = 01/01/2025

Use: =EDATE(A1, 3)

=EDATE(A1, -2)

Result: 01/04/2025

01/11/2024

Note: **WORKDAY + EDATE**

Syntax: =WORKDAY(EDATE(start_date, months), days, [holidays])

Ex.

A1 = 01/01/2025 (Start date)

Use: =WORKDAY(EDATE(A1, 2), 1)

Explanation:

- EDATE(A1, 2) → 01/03/2025
- WORKDAY(..., 1) → Adds 1 working day (skips weekends)

Result: 03/03/2025 (since 01-Mar-2025 is Saturday)

EOMONTH():

Purpose: The EOMONTH function returns the **last day of the month** that is a specified number of months before or after a given **start date**.

Syntax: =EOMONTH(start_date, months)

Ex.

A1 = 15/01/2025

Use: =EOMONTH(A1, 0)

=EOMONTH(A1, 1)

Result: 31/01/2025

28/02/2025

Note: **WORKDAY + EOMONTH**

Syntax: =WORKDAY(EOMONTH(start_date, months), 1, [holidays])

Ex.

A1 = 10/01/2025

Use: =WORKDAY(EOMONTH(A1, 0), 1)

Explanation:

- EOMONTH(A1, 0) → 31/01/2025 (last day of Jan)
- WORKDAY(..., 1) → Next working day is 03/02/2025 (1st and 2nd Feb are weekend)

Result: 03/02/2025