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(ASSIGNMENT-4) (DATE & TIME FUNCTIONS, FILL SERIES)

Ques.1 How do you use the TODAY and NOW functions in Excel?

Ans.1 → TODAY() returns the current system date.
NOW() returns the current date and time.

→ They update automatically whenever the workbook recalculates.

EXAMPLE: TODAY()

NOW()

Commonly used in reports, attendance and tracking sheets.

Ques.2 What is the difference between the DATE and TEXT function?

Ans.2 → DATE creates a valid date using year, month and day.
TEXT converts a date into a formatted text.

EXAMPLE:

DATE (2025, 1, 22)

TEXT (A1, "dd-mm-yyyy")

Date is used for calculations, TEXT is used for display formatting.

Ques.3 How would you calculate the diff. b/w two dates in Excel?

Ans.3 → You can subtract one date from another to get days.

EXAMPLE:

B1 - A1

for specific Units:

DATEDIF(A1, B1, "D")

Used in age, tenure and duration calculations.

Ques. 4 Explain how the EOMONTH function is used.

Ans. 4) EOMONTH returns the last date of a month.
It can move forward or backward by months.

SYNTAX:

=EOMONTH (start-date, months)

EXAMPLE:

=EOMONTH (A1, 0)

Commonly used in Salary, Billing and Financial Reports.

Ques. 5 How can you extract the day, month, and year from a date?

Ans. 5) Excel provides separate functions for each part.

EXAMPLES:

=DAY (A1)

=MONTH (A1)

=YEAR (A1)

→ These functions help in date-wise analysis and reporting.

→ Useful for grouping data by time periods.

Ques. 6 What is the purpose of the WORKDAY function, and how is it used?

Ans. 6) WORKDAY calculates a future or past date excluding weekends.

SYNTAX:

=WORKDAY (start-date, days)

EXAMPLE:

=WORKDAY (A1, 10)

Widely used in project scheduling and deadline planning.

Ques.7 How do you create a linear growth series using Fill Series?

Ans.7 → Enter the first two values of the series.
Select both cells.
Drag the fill handle downward or sideways.
Excel continues the pattern automatically.
Useful for numbers, dates and sequences.

Ques.8 What are the different options available in the Auto Fill feature?

Ans.8 → Copy Cells
Fill Series
fill without formatting
Fill formatting only
Fill Days, Months or Years
These options give control over how data is copied or extended.

Ques.9 How can you create a custom list for Auto Fill in Excel?

Ans.9 → Go to File → Options → Advanced
Click Edit Custom Lists.
Enter values like Department names or months.
Click Add and Save
Useful for repetitive and standardized data entry.

Ques.10 Describe a situation where you would use the NETWORK DAYS fn?

Ans.10 → NETWORK DAYS calculates the number of working days between two dates.
It excludes weekends and holidays.
EXAMPLE: NETWORK DAYS(A1, B1)
Used in HR, payroll and project timeline.