

Experiment-5

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Roll :- 11

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Using Excel – Date and Time functions

Employee Name	Joining Date	Birthdate	Last Promotion Date	Hours Worked (Today)	Today's Date	Current date & Time	Joining Year	Birth Month	Promotion day	Hours	Minutes	Seconds	Years with Company	Age	Working Days Between Joining and Last Promotion
John Doe	23-06-2018	15-05-1990	12-10-2020	08:30	23-08-2024	23-08-2024 09:32	2018	5	12	8	30	0	6	34	601
Jane Smith	19-04-2017	23-07-1986	25-06-2019	07:45	23-08-2024	23-08-2024 09:32	2017	7	25	7	45	0	7	38	570
Bob Brown	12-01-2016	14-03-1975	11-03-2018	09:15	23-08-2024	23-08-2024 09:32	2016	3	11	9	15	0	8	49	564
Alice Green	03-12-2019	10-08-1992	20-01-2021	08:00	23-08-2024	23-08-2024 09:32	2019	8	20	8	0	0	4	32	297
Tom White	08-05-2015	30-12-1980	15-05-2017	08:45	23-08-2024	23-08-2024 09:32	2015	12	15	8	45	0	9	43	527
Eva Black	29-11-2020	21-04-1995	14-02-2022	06:30	23-08-2024	23-08-2024 09:32	2020	4	14	6	30	0	3	29	316
Sam Blue	15-07-2013	09-09-1970	25-08-2016	07:00	23-08-2024	23-08-2024 09:32	2013	9	25	7	0	0	11	53	814
Liz Gray	23-02-2021	30-11-1994	03-10-2023	07:30	23-08-2024	23-08-2024 09:32	2021	11	3	7	30	0	3	29	681
Max Yellow	30-05-2014	01-05-1988	18-04-2018	09:00	23-08-2024	23-08-2024 09:32	2014	5	18	9	0	0	10	36	1014
Ann Pink	09-10-2019	08-12-1989	22-07-2021	08:15	23-08-2024	23-08-2024 09:32	2019	12	22	8	15	0	4	34	467

1. TODAY Function

- Insert today's date in a new column labeled "Today's Date".
=TODAY()

2. NOW Function

- Insert the current date and time in a new column labeled "Current Date and Time".
=NOW()

3. YEAR, MONTH, DAY Functions

- Extract the year from the Joining Date and place it in a new column labeled "Joining Year".
=YEAR(B2)
- Extract the month from the Birthdate and place it in a new column labeled "Birth Month".
=MONTH(C2)

- Extract the day from the Last Promotion Date and place it in a new column labeled “Promotion Day”.

=DAY(D2)

4.HOUR, MINUTE, SECOND Functions

- Extract the hour, minute, and second from the Hours Worked (Today) column and place them in new columns labeled “Hours”, “Minutes” and “Seconds”.

=HOUR(E2)

=MINUTE(E2)

=SECOND(E2)

5.DATEDIF Function

- Calculate the number of years each employee has been with the company based on their Joining Date and place it in a new column labeled “Years with Company”.

=DATEDIF(B2, TODAY(), "Y")

- Calculate the age of each employee based on their Birthdate and place it in a new column labeled “Age”.

=DATEDIF(C2, TODAY(), "Y")

6.NETWORKDAYS Function

- Calculate the number of working days (excluding weekends) between the Joining Date and Last Promotion Date for each employee and place it in a new column labeled “Working Days Between Joining and Last Promotion”.

=NETWORKDAYS(B2, D2)

2.

Employee ID	Name	Join Date	End Date	Working Hours/Day	Break Time	Working days	Working hours (e)	total service years	Months	Days	who worked longest	average	8 hrs/day	total break	total employees	no of emp
E001	Rajesh Kumar	1/15/2023	7/15/2023	8.5	00:30:00	130	9	0	6	181	Ayesha Khan	182	1	00:30	0.00	0
E002	Priya Sharma	2/20/2022	3/25/2023	9	01:30:00	285	9	1	13	398	Ayesha Khan	399	1	01:30	1.00	first
E003	Amit Patel	3/10/2023	8/10/2023	7.5	02:30:00	110	8	0	5	153	Ayesha Khan	154	0	02:30	0.00	5/18/2021
E004	Neha Singh	4/12/2022	5/15/2023	8	03:30:00	285	8	1	13	398	Ayesha Khan	399	0	03:30	1.00	last
E005	Sunil Reddy	5/18/2021	12/18/2022	8	04:30:00	414	8	1	19	579	Ayesha Khan	580	0	04:30	1.00	4/1/2023
E006	Ayesha Khan	2/1/2023	8/31/2023	9.5	05:30:00	152	10	0	6	211	Ayesha Khan	212	1	05:30	0.00	
E007	Rohan Desai	6/22/2022	1/15/2023	8	06:30:00	148	8	0	6	207	Shruti Gupta	208	0	06:30	0.00	
E008	Kavita Joshi	9/10/2021	3/20/2023	7.5	07:30:00	397	8	1	18	556	Shruti Gupta	557	0	07:30	1.00	
E009	Arjun Menon	10/5/2022	4/5/2023	8.5	08:30:00	131	9	0	6	182	Shruti Gupta	183	1	08:30	0.00	
E010	Shruti Gupta	1/25/2023	7/25/2023	9	09:30:00	130	9	0	6	181	Shruti Gupta	182	1	09:30	0.00	
E011	Vikram Rao	3/15/2022	3/15/2023	8	10:30:00	262	8	1	12	365	Naveen Yadav	366	0	10:30	1.00	
E012	Meena Iyer	4/1/2023	10/1/2023	7.5	11:30:00	130	8	0	6	183	Naveen Yadav	184	0	11:30	0.00	
E013	Naveen Yadav	11/22/2021	11/22/2022	9	12:30:00	262	9	1	12	365	Naveen Yadav	366	1	12:30	1.00	
E014	Shalini Verma	7/1/2022	1/1/2023	8.5	13:30:00	131	9	0	6	184	Shalini Verma	185	1	13:30	0.00	
E015	Aditya Roy	3/1/2023	9/1/2023	8	14:30:00	133	8	0	6	184	Aditya Roy	185	0	14:30	0.00	
							Cumulative Working Hours		17							
				16:30:00												

1. calculate the total working days for each employee using their join date and end date?

=NETWORKDAYS(C15,D15)

2. calculate the total working hours excluding breaks for each employee?

=(E15-HOUR(F15)+MINUTE(F15/60))

3. calculate the total service duration in years, months, and days for each employee?

=DATEDIF(C15,D15,"y")

=DATEDIF(C15,D15,"m")

=DATEDIF(C15,D15,"d")

4. identify the employee who worked for the longest duration?

=INDEX(B15:B29, MATCH(MAX(E15:E29), E15:E29, 0))

5. calculate the average daily working hours for all employees?

=D15-C15+1

6. find out the total number of employees who worked more than 8 hours per day?

=COUNTIF(E15, ">8")

7. calculate the total break time taken by each employee in minutes?

=SUMIF(A15:A29,A15,F15:F29)

8. find the total number of employees who worked for more than a year?

=DATEDIF(C15,D15,"y")

=COUNTIF(P15:P29, ">1")

9. find the first and last join date in the dataset

=MIN(C15:C29)

=MAX(C15:C29)

10. calculate the cumulative working hours for all employees?

=SUM(H15,H29)