

DATE FORMULAS

1. DAY, MONT. YEAR
2. DATE
3. TEXT
4. EOMONTH
5. DATEDIF
6. NETWORKDAYS.INTL

Clipboard Font Alignment Number Styles					
B2 =DATE(YEAR(B2),MONTH(B2),DAY(B2))					
	A	B	C	D	E
1	Project ID	Start Date		End Date	Days Remaining
2	P101	2024-01-01	=DATE(YEAR(B2),MONTH(B2),DAY(B2))		
3	P102	2024-02-15		2024-05-30	
4	P103	2024-03-01		2024-06-15	
5	P104	2024-04-10		2024-07-25	
6	P105	2024-05-05		2024-08-10	
7					
8					
9					

D	E	F	G
Date of Birth			
1990-07-12	=DATEDIF(D2,TODAY(),"Y")&" Years"		
1985-11-23	39		
1992-05-14	32		
1995-09-30	29		
1988-02-18	36		

30-12-2024 =TEXT(C11,"DD-MMM-YYYY")

TEXT(value, format_text)

	A	B	C	D	E
1		Work Days			Holidays
2	01-12-2024				06-12-2024
3	02-12-2024	=NETWORKDAYS.INTL(A2,A32,1,E2:E3)			25-12-2024
4	03-12-2024	NETWORKDAYS.INTL(start_date, end_date, [weekend], [holidays])			
5	04-12-2024				
6	05-12-2024				
7	06-12-2024				

important Excel Date Formulas

1. DAY

Syntax: =DAY(date)

Use: Extracts day (1–31) from a date.

Example: =DAY("18-Oct-2025") → **18**

2. MONTH

Syntax: =MONTH(date)

Use: Returns month (1–12) from a date.

Example: =MONTH("18-Oct-2025") → **10**

3. YEAR

Syntax: =YEAR(date)

Use: Returns year from a date.

Example: =YEAR("18-Oct-2025") → **2025**

4. DATE

Syntax: =DATE(year, month, day)

Use: Creates a date from given parts.

Example: =DATE(2025,10,18) → **18-Oct-2025**

5. TODAY

Syntax: =TODAY()

Use: Returns current date.

Example: =TODAY() → **18-Oct-2025**

6. NOW

Syntax: =NOW()

Use: Returns current date and time.

Example: =NOW() → **18-Oct-2025 10:30 AM**

7. TEXT

Syntax: =TEXT(value, format_text)

Use: Formats a date as text.

Example: =TEXT(TODAY(),"dd-mmm-yyyy") → **18-Oct-2025**

8. EOMONTH

Syntax: =EOMONTH(start_date, months)

Use: Finds month-end before/after given date.

Example: =EOMONTH("10-Jan-2025",1) → **28-Feb-2025**

9. DATEDIF

Syntax: =DATEDIF(start_date, end_date, unit)

Use: Finds difference between two dates.

Example: =DATEDIF("01-Jan-2020", "18-Oct-2025", "Y") → 5

10. NETWORKDAYS.INTL

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

Use: Counts working days between two dates.

Example: =NETWORKDAYS.INTL("01-Oct-2025", "18-Oct-2025", 1) → 13

11. WORKDAY

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

Use: Returns future/past working date.

Example: =WORKDAY("01-Oct-2025", 10) → 15-Oct-2025

12. EDATE

Syntax: =EDATE(start_date, months)

Use: Adds/subtracts months from a date.

Example: =EDATE("01-Jan-2025", 6) → 01-Jul-2025

13. WEEKDAY

Syntax: =WEEKDAY(date, [return_type])

Use: Returns day of week (1–7).

Example: =WEEKDAY("18-Oct-2025") → 7 (Saturday)

14. WEEKNUM

Syntax: =WEEKNUM(date, [return_type])

Use: Returns week number of year.

Example: =WEEKNUM("18-Oct-2025") → 42

15. YEARFRAC

Syntax: =YEARFRAC(start_date, end_date)

Use: Returns fraction of year between two dates.

Example: =YEARFRAC("01-Jan-2025", "18-Oct-2025") → 0.79

16. DATEVALUE

Syntax: =DATEVALUE(date_text)

Use: Converts text to a valid date.

Example: =DATEVALUE("18-Oct-2025") → 44859

17. TIME

Syntax: =TIME(hour, minute, second)

Use: Returns time value.

Example: =TIME(10,30,0) → **10:30 AM**

18. HOUR / MINUTE / SECOND

Use: Extracts parts of time.

Examples:

=HOUR(NOW()) → **10**

=MINUTE(NOW()) → **30**

=SECOND(NOW()) → **15**