**Excel Function Worksheet 1 – part 1**

For this exercise you will be researching common **Date and Time Functions** in Excel. Complete the table below as follows:

* + Complete the “Personal example” column by entering a description of when/how you would use that function. Use non-technical language to **demonstrate understanding, not just what you found online**.

*An example is provided for =TODAY below.*

* + Provide the source of your information (past experience, the name of a book, a specific website, google search (list the actual site that answered your question), youtube video or series of videos, etc.). Give the full specific URL, not the general website URL for each function.

Attach your completed document using the link in Blackboard before the deadline on the syllabus.

**This is the resource for you to use on your upcoming exam so make sure it is correct.**

|  |  |  |
| --- | --- | --- |
| **Function** | **Personal example (I would use this to…)**  DO NOT RESTATE THE DEFINITION. | **Source of information** |
| =TODAY | **Good answer:** I would use this function in a worksheet that is printed daily so it would automatically display the current/print date in cell A1.  **Restating the definition (bad answer/points deducted):** I would use this function to return the current system date | **Good answer:** <https://exceljet.net/excel-functions/excel-today-function>  **Incomplete answer:** Exceljet.net |
| =DATE | I would use this to create a date from 3 separate values located on a spreadsheet. | <https://support.office.com/en-us/article/date-function-e36c0c8c-4104-49da-ab83-82328b832349> |
| =DATEDIF | I would use this if had two separate dates on a spreadsheet and I needed to find the number of days in between them. | I used this function in high school in my advanced computer applications class. |
| =DAY | I would use this function if I had a list of dates and I needed to extract the day of the month from each one. | <https://exceljet.net/excel-functions/excel-day-function> |
| =HOUR | I would use this function if I had a list of dates and needed to extract the hour as a whole number. a time like 12:25 PM would result in a value of 12. | Worked this function out in excel. Figured it was similar to the DAY function. |
| =MINUTE | I would use this function if I had a list of times and I needed to extract the minute from each one. | Worked this function in excel. I had an idea that it was similar to the HOUR function. |
| =MONTH | I would use this if I had a list of dates and I wanted to see how many of each there is, the result would be a value 1-12. | <https://support.office.com/en-us/article/month-function-579a2881-199b-48b2-ab90-ddba0eba86e8> |
| =NOW | I would use this function on a worksheet with a date that will be used over many days. The date will update automatically. | I have used this function throughout high school and college. |
| =SECOND | I would use this function if I had a list of sprint times and I wanted the result to only include the seconds. | <https://exceljet.net/excel-functions/excel-second-function> |
| =TIME | I would use this function if I had a worksheet with separate hour, minute, and second columns that I wanted to combine into one time. | <https://exceljet.net/excel-functions/excel-time-function> |
| =YEAR | I would use this function if I had a worksheet with a list of dates and I needed to extract the year from each one. | I worked this function in excel, knew it was similar to the MINUTE function. |
| =YEARFRAC | I would use this function if I had a list of start and end dates and I needed to find the fraction of a year between them. | <https://exceljet.net/excel-functions/excel-yearfrac-function> |

**Excel Function Worksheet 1 – part 2**

Create and submit a workbook (may have multiple sheets) that uses all 12 of the functions listed on this part 1 worksheet. The information must be related in some way, not just random functions placed in cells. The workbook needs a “theme” and focus area as well as formatting appropriate for a business spreadsheet. You may use any of the examples below or create your own:

* Employee time reporting system (time in, time out, number of hours worked)
* Candidate recruiting worksheet (interview date/time, length of interview, offer date, # of offers made per month/week)
* Race results worksheet (horse racing or 5k, 10k, marathon, etc.)

The worksheet must have:

A main title that clearly describes the overall purpose of the worksheet

Column headings/row descriptions where appropriate

Please add color shading to each cell that contains one of the required functions.