
Excel Date and Time Functions – Notes

1. TODAY()

- **Purpose:** Returns the current date.
 - **Syntax:**
`=TODAY()`
 - **Example:**
If today is April 27, 2025, then `=TODAY()` → 27-04-2025
 - **Use Case:** Show today's date automatically on a report.
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2. NOW()

- **Purpose:** Returns current date and time.
 - **Syntax:**
`=NOW()`
 - **Example:**
`=NOW()` → 27-04-2025 10:45 AM
 - **Use Case:** Timestamp when a document is opened.
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3. DATE(year, month, day)

- **Purpose:** Creates a date from year, month, and day.
- **Syntax:**
`=DATE(2025, 4, 27)`
- **Example:**
Result → 27-04-2025
- **Use Case:** Combine separate year, month, and day columns into one date.

A (Year)	B (Month)	C (Day)
2025	4	27

`=DATE(A2, B2, C2)` → 27-04-2025

4. TIME(hour, minute, second)

- **Purpose:** Creates a time from hour, minute, second.
 - **Syntax:**
`=TIME(10, 45, 0)`
 - **Example:**
Result → 10:45 AM
 - **Use Case:** Combine separate time inputs into one field.
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5. DAY(serial_number)

- **Purpose:** Extracts the day from a date.
 - **Syntax:**
`=DAY(DATE(2025,4,27))`
 - **Example:**
Result → 27
 - **Use Case:** Pull only the day value.
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6. MONTH(serial_number)

- **Purpose:** Extracts the month from a date.
 - **Syntax:**
`=MONTH(TODAY())`
 - **Example:**
If today is April, result → 4
 - **Use Case:** Identify month separately for reports.
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7. YEAR(serial_number)

- **Purpose:** Extracts the year from a date.
- **Syntax:**
`=YEAR(NOW())`

- **Example:**
If today is April 2025, result → 2025
 - **Use Case:** Summarize year data.
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8. HOUR(serial_number)

- **Purpose:** Extracts hour from time.
 - **Syntax:**
`=HOUR(NOW())`
 - **Example:**
Result → 10
 - **Use Case:** Analyze work logs by hour.
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9. MINUTE(serial_number)

- **Purpose:** Extracts minute from time.
 - **Syntax:**
`=MINUTE(NOW())`
 - **Example:**
Result → 45
 - **Use Case:** Tracking minute-accurate tasks.
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10. SECOND(serial_number)

- **Purpose:** Extracts seconds from time.
 - **Syntax:**
`=SECOND(NOW())`
 - **Example:**
Result → 12
 - **Use Case:** Track seconds for precise operations.
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11. WEEKDAY(serial_number, [return_type])

- **Purpose:** Returns day of week (1 = Sunday by default).

- **Syntax:**
=WEEKDAY(TODAY())
- **Example:**
If today is Sunday → 1
- **Use Case:** Identify weekends/holidays.

Date	Formula	Result
27-04-2025	=WEEKDAY(A2)	1

12. WEEKNUM(serial_number, [return_type])

- **Purpose:** Returns week number in the year.
- **Syntax:**
=WEEKNUM(TODAY())
- **Example:**
Result → 18 (for 27-Apr-2025)
- **Use Case:** Weekly report tracking.

13. EDATE(start_date, months)

- **Purpose:** Returns a date after a specified number of months.
- **Syntax:**
=EDATE(DATE(2025,4,27), 2)
- **Example:**
Result → 27-06-2025
- **Use Case:** Calculate warranty expiry dates.

14. EOMONTH(start_date, months)

- **Purpose:** Returns last day of month after months.
- **Syntax:**
=EOMONTH(TODAY(), 0)
- **Example:**
Result → 30-04-2025

- **Use Case:** Month-end calculations.
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15. DATEDIF(start_date, end_date, unit) *(Deprecated but useful!)*

- **Purpose:** Calculates difference between two dates.
- **Syntax:**
`=DATEDIF(DATE(2020,1,1), DATE(2025,4,27), "Y")`
- **Example:**
Result → 5 (years)
- **Use Case:** Calculate age, service years.

Start Date	End Date	Formula	Result
01-01-2020	27-04-2025	<code>=DATEDIF(A2, B2, "Y")</code>	5

Common Units:

- "Y" → Years
 - "M" → Months
 - "D" → Days
 - "MD" → Difference in days ignoring months and years
 - "YM" → Difference in months ignoring years
 - "YD" → Difference in days ignoring years
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16. NETWORKDAYS(start_date, end_date, [holidays])

- **Purpose:** Counts working days between two dates.
 - **Syntax:**
`=NETWORKDAYS(DATE(2025,4,1), DATE(2025,4,30))`
 - **Example:**
Result → 22
 - **Use Case:** Calculate employee working days.
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17. WORKDAY(start_date, days, [holidays])

- **Purpose:** Returns date after a number of workdays.

- **Syntax:**
`=WORKDAY(DATE(2025,4,1), 10)`
 - **Example:**
Result → 14-04-2025
 - **Use Case:** Delivery date calculations excluding weekends.
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18. TEXT(date/time, format_text)

- **Purpose:** Format a date/time into a text string.
 - **Syntax:**
`=TEXT(TODAY(), "DD-MMM-YYYY")`
 - **Example:**
27-Apr-2025
 - **Use Case:** Custom date formats.
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✓ Quick Practice Data Table:

A (Start Date)	B (End Date)
01-01-2022	27-04-2025

Try Formulas:

- `=DATEDIF(A2, B2, "Y")`
 - `=NETWORKDAYS(A2, B2)`
 - `=WORKDAY(A2, 30)`
 - `=EDATE(A2, 6)`
 - `=EOMONTH(A2, 0)`
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🔥 Important Notes:

- DATEDIF is hidden from Excel Formula suggestions but works.
 - TODAY() and NOW() are volatile functions (recalculate every time).
 - Always format cells properly (Date, Time, General) to see correct outputs.
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