

## DO YOU KNOW

# How to use the TODAY() and NOW() Functions in Excel?

Description:

TODAY() Function is used to determine the current date, This function updates date automatically, if you open the workbook on 26 December 2017, the TODAY() Function will reflect that date, if you open the workbook next on 27 December 2017, the TODAY() Function will reflect that date. The TODAY() Function does not take any arguments and the syntax is:

**=TODAY()**

NOW() Function is used to return the current date as well as the current time. It also does not take any arguments and the syntax is:

**=NOW()**

	A	B
1	EMPLOYEE RECORDS	
2		
3	Name of Employee	Anne Methew
4	Departement	TGIT
5	Sales Total	
6	Hire date	25-Dec-17
7	Number of days Passed since Employee was employed by company	
8		

1) To show the current date in cell A2, we enter the formula:

**=TODAY()**

**TGIT**

**THE TIMES GROUP**

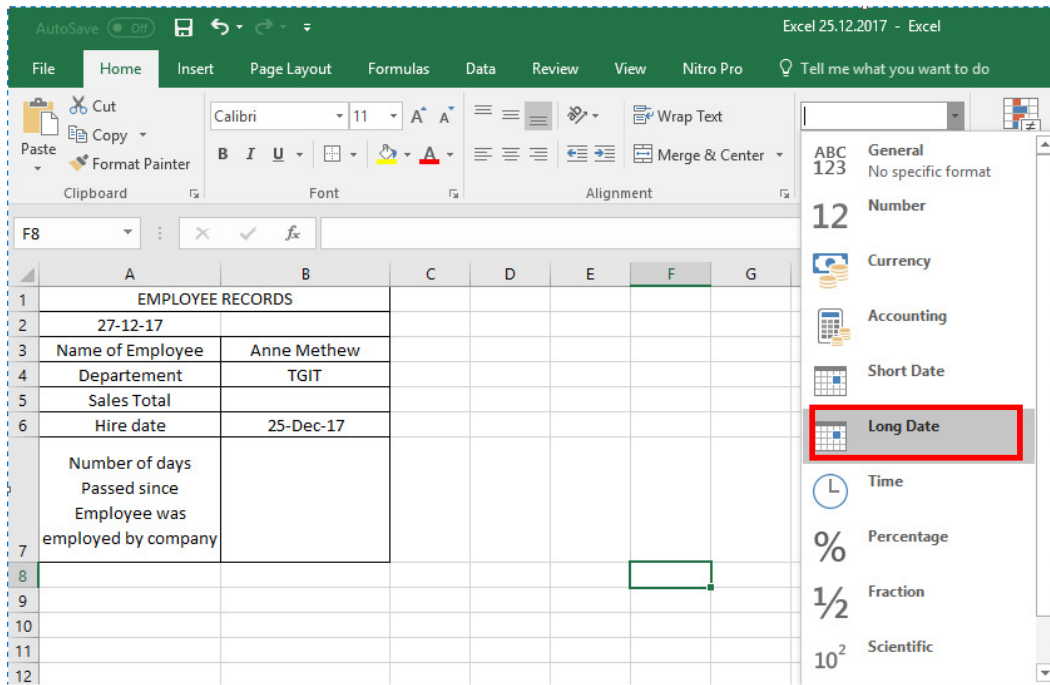
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	A	B
1	EMPLOYEE RECORDS	
2	=TODAY()	
3	Name of Employee	Anne Methew
4	Departement	TGIT
5	Sales Total	
6	Hire date	25-Dec-17
7	Number of days Passed since Employee was employed by company	

2) Upon pressing CTRL-ENTER, the value of 27/12/2017 is returned, which is the current date, at the time of opening the workbook.

3) If the workbook is opened on the following day, this date would update automatically to 28/12/2017.

4) We now want to format this date, in order to have it appear as a long date, so in order to do this with cell A2 selected, we go to Home>Number> and then we select Long Date.



5) The date returned is now formatted as a Long Date as shown below.

	A	B
1	EMPLOYEE RECORDS	
2	27 December, 2017	
3	Name of Employee	Anne Methew
4	Departement	TGIT
5	Sales Total	
6	Hire date	25-Dec-17
7	Number of days Passed since Employee was employed by company	

**Using the TODAY Function in a formula in-order to determine the number of days that have passed since the Employee was hired**

1) We now want to calculate the number of days it's been since the employee was hired, and we could hard code the date into a formula, however we want the formula to update, so as the workbook, is opened the number of days is updated based on the current date the workbook is opened on.

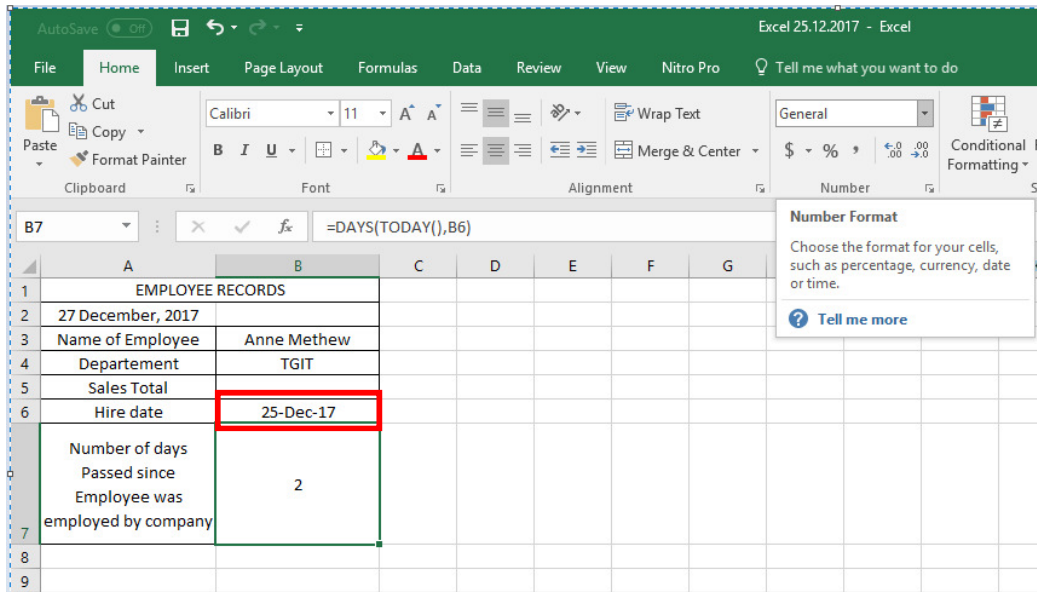
2) Therefore, in cell B7, we enter the following formula:

**=DAYS(TODAY(),B6)**

	A	B
1	EMPLOYEE RECORDS	
2	27 December, 2017	
3	Name of Employee	Anne Methew
4	Departement	TGIT
5	Sales Total	
6	Hire date	25-Dec-17
7	Number of days Passed since Employee was employed by company	=Days(today(),B6)

3) Upon pressing CTRL-ENTER we get the value of 2 returned, which means 2 days have passed since the hire date of the employee at hand and the current date of opening the workbook which was 27 December 2017.

4) Ensure the number format in cell B7 is General, to see the number of days that has passed or else one may get an actual date shown.



### How to Use the NOW() Function

1) We would now like to obtain not only the current date but the current time in conjunction with the date, so we can utilize the NOW Function() for this specific purpose.

2) So, in cell B2, we type the following formula: **=NOW()**

	A	B
1	EMPLOYEE RECORDS	
2	27 December, 2017	=NOW()
3	Name of Employee	Anne Methew
4	Departement	TGIT
5	Sales Total	
6	Hire date	25-Dec-17
7	Number of days Passed since Employee was employed by company	2

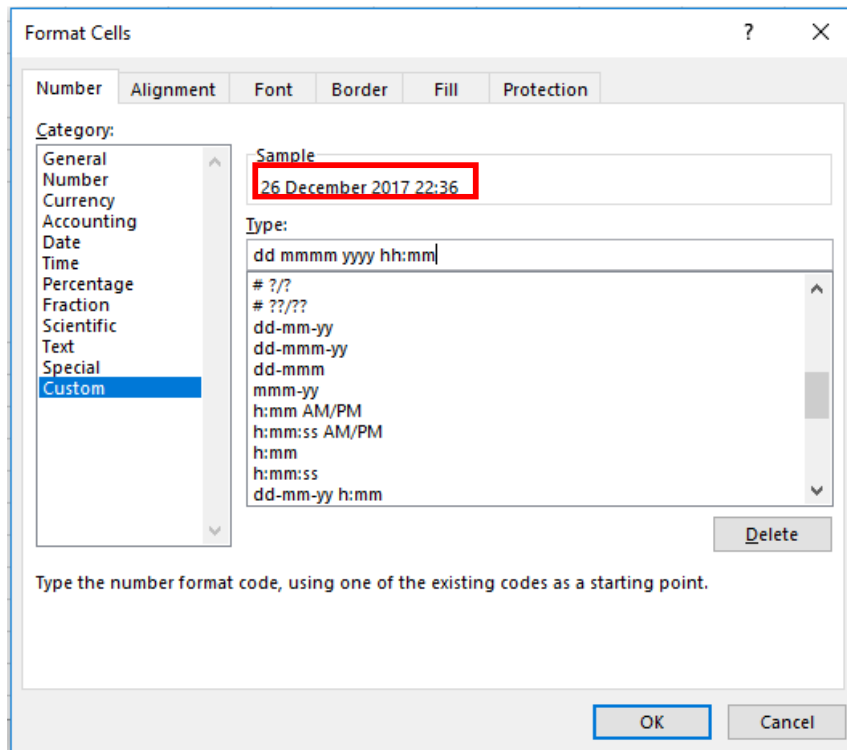
3) Upon pressing CTRL-ENTER we get the current date and time returned as shown below.

	A	B
1	EMPLOYEE RECORDS	
2	27 December, 2017	27-12-17 21:13
3	Name of Employee	Anne Methew
4	Departement	TGIT
5	Sales Total	
6	Hire date	25-Dec-17
7	Number of days Passed since Employee was employed by company	2

4) If one wants to format this with a long date format with the time, right-click the cell and choose Format Cells as shown below.

5) In the Format Cells Dialog Box, select Custom and enter:

**dd mmmm yyyy hh:mm**



6) Press Ok and then the long date and time is shown, as shown below.

	A	B
1	EMPLOYEE RECORDS	
2	27 December, 2017	27 December 2017 21:14
3	Name of Employee	Anne Methew
4	Departement	TGIT
5	Sales Total	
6	Hire date	25-Dec-17
7	Number of days Passed since Employee was employed by company	2
8		

And there you have it.

**THANK YOU**

