WEEK 2 — NUMBERS AND DATES

This week we have continued our work cleaning up data. This time we concentrated on converting between numbers and text, and working with dates. These are common issues that you might have to deal with when working with data in Excel.

NUMBER AND DATE FUNCTIONS	
VALUE	Convert text to a number. Gives a **#VALUE!** error if the text cannot be converted.
TEXT	Format a number as text with a given format. Remember that dates are stored as numbers, so they can be used too.
NOW	Return the current date and time. Updates every time the workbook is calculated.
TODAY	Return the current date. Updates every time the workbook is calculated.
DATE	Create a date given year, month, and day.
DAY	Return the day of a given date.
MONTH	Return the month of a given date.
YEAR	Return the year of a given date.
DAYS (2013)	Returns the number of days between 2 dates.
WORKDAY	Find the next workday before or after a given date. This excludes weekends and holidays.
NETWORKDAYS	Find the number of workdays between 2 dates.
EOMONTH	Find the last day of a month a certain number of months before or after a given date.
EDATE	Move a certain number of months before or after a given date.

SHORTCUTS

Ctrl+;	Control+;	Inserts today's date as a fixed value. Note that this is different to the **=TODAY()** function because this date is fixed and will not change.
Ctrl+Shift+:	⌘+;	Inserts the current time as a fixed value. Note that this is different to the **=NOW()** function because the time is fixed and will not change.

DATE FORMAT CODES

Assume we are working with July 31, 1980.

d	31	m	7	yy	80
dd	31	mm	07	yyyy	1980
ddd	Thu	mmm	Jul		
dddd	Thursday	mmmm	July		

WORKDAY.INTL and NETWORKDAYS.INTL

WORKDAY and **NETWORKDAYS** both assume that Saturday and Sunday are the weekend days. Using the **INTL** versions of these functions you can specify which days of the week are non-workdays. These functions were introduced in Excel 2010.