

Date & Time Functions in Excel

To enter a date in Excel, use the "/" or "-" characters. To enter a time, use the ":" (colon). You can also enter a date and a time in one cell.

A1					
	A	B	C	D	E
1	6/23/2024	6:00	6/23/2024 6:00		
2					

Note: Dates are in US Format. Months first, Days second. This type of format depends on your Windows regional settings. Learn more about [Date and Time formats](#).

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◆ YEAR, MONTH, DAY

To get the year of a date, use the YEAR function.

B1					
	A	B	C	D	E
1	6/23/2024	2024			
2					

Note: use the MONTH function and the DAY function to get the month and day of a date.

◆ DATE function

To add a number of days to a date, use the following simple formula.

B1					
	A	B	C	D	E

1	6/23/2024	6/28/2024			
2					

To add a number of years, months and/or days, use the DATE function.

B1									
	A	B	C	D	E	F	G	H	I
1	6/23/2024	9/1/2028							
2									

Note: the DATE function accepts three arguments: year, month and day. Excel knows that 6 + 2 = 8 = August has 31 days and rolls over to the next month (23 August + 9 days = 1 September).

◆ Current Date & Time

To get the current date and time, use the NOW function.

A1					
	A	B	C	D	E
1	1/1/2025 16:51				
2					

Note: use the TODAY function to enter [today's date](#) in Excel.

◆ HOUR, MINUTE, SECOND

To return the hour, use the HOUR function.

B1					
	A	B	C	D	E
1	6:45:17	6			
2					

Note: use the MINUTE function and the SECOND function to return the minute and second.

◆ TIME function

To add a number of hours, minutes and/or seconds, use the TIME function.

B1									
	A	B	C	D	E	F	G	H	I
1	6:45:17	8:56:27							
2									

Note: Excel adds 2 hours, 10 + 1 = 11 minutes and 70 - 60 = 10 seconds.

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