

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		...	X	✓	f _x	6/23/2024
	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		...	X	✓	f _x	=YEAR(A1)
	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		...	X	✓	f _x	=A1+5
	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	:	X	✓	f _x	=DATE(YEAR(A1)+4,MONTH(A1)+2,DAY(A1)+9)
A	B	C	D	E	F
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	:	X	✓	f _x	=NOW()
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	:	X	✓	f _x	=HOUR(A1)
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	:	X	✓	f _x	=TIME(HOUR(A1)+2,MINUTE(A1)+10,SECOND(A1)+70)
A	B	C	D	E	
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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