

Add or Subtract Time in Excel

Use the TIME function in Excel to add or subtract hours, minutes and seconds. To add up times in Excel, simply use the SUM function.

◆ Add Hours, Minutes and Seconds

Remember, to enter a time, use the ":" (colon).

1. Enter a time into cell A1.

	A	B	C	D	E	F	G	H	I
1	15:00								
2									

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2. To add 2 hours and 30 minutes to this time, enter the formula shown below.

The screenshot shows the Excel formula bar with the formula `=TIME(HOUR(A1)+2,MINUTE(A1)+30,SECOND(A1))` entered in cell B1. The spreadsheet grid shows cell A1 containing "15:00" and cell B1 containing "5:30 PM".

Explanation: the TIME function has 3 arguments. First, use HOUR, MINUTE and SECOND to create the time entered in cell A1. Next, add 2 hours and 30 minutes.

To change the Time format, execute the following steps.

3. Select cell B1.
4. Right click, and then click **Format Cells** (or press CTRL + 1).
5. In the Category list, select Time, and select a Time format.

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time**
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

17:30

Type:

- *1:30:55 PM
- 13:30**
- 1:30 PM
- 13:30:55
- 1:30:55 PM
- 30:55.2
- 37:30:55

Locale (location):

English (United States)

Time formats display date and time serial numbers as date values. Time formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

OK Cancel

6. Click OK.

	A	B	C	D	E	F	G	H	I
1	15:00	17:30							
2									

7. Enter a time into cell A1 (use 2 colons to include seconds).

	A	B	C	D	E	F	G	H	I
1	9:03:42								
2									

8. To add 10 seconds to this time, enter the formula shown below.

	A	B	C	D	E	F	G	H	I
1	9:03:42	9:03:52							
2									

Note: we changed the Time format to 13:30:55 (see step 5).

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✦ Add Up Times

To add up times in Excel, simply use the SUM function. To display a total of more than 24 hours, change the Time format.

1. For example, task A requires 8 hours to complete, task B requires 4 hours and 30 minutes to complete, etc.

	A	B	C	D	E	F	G	H
1	Task	Duration						
2	A	8:00						
3	B	4:30						
4	C	6:00						
5	D	5:00						
6								

2. To calculate the total duration, simply use the SUM function.

	A	B	C	D	E	F	G	H
1	Task	Duration						
2	A	8:00						
3	B	4:30						
4	C	6:00						
5	D	5:00						
6	Total Duration	23:30						
7								

3. Change the duration of task D from 5 hours to 7 hours.

	A	B	C	D	E	F	G	H
1	Task	Duration						
2	A	8:00						
3	B	4:30						
4	C	6:00						
5	D	7:00						
6	Total Duration	25:30						

◆ Subtract Minutes

To subtract hours, minutes or seconds from a time, use the TIME function (and HOUR, MINUTE and SECOND).

1. Enter a time into cell A1.

2. To subtract 33 minutes from this time, enter the formula shown below.

◆ Time Difference

Calculating the difference between two times in Excel can be tricky.

1. To calculate the difference between two times in the same day, simply subtract the start time from the end time.

Note: we changed the Time format to 13:30 (see step 5 under "[Add Hours, Minutes and Seconds](#)").

2. This simple formula doesn't work if the start time is before midnight and the end time is after midnight. The [Time Difference](#) formula below always works.

3. The formula below calculates the difference between two times in hours as a decimal value.

Note: visit our page about [Time Difference](#) to understand the logic behind these formulas.

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-

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