1. Excel is a program to record, analyze and present data arranged in the form of a spreadsheet.

Xurrency vs accounting:-

Date Functions:-

1. Now:- This displays the date and time at present
2. Today:- it will show today’s date, we can format this
3. Day:- It returns the number of the day in that month 1-31
4. Month:- It will show number the month is like 1-12
5. Year:- It will show the present year.