

Excel Time and Date Function Playbook

REFERENCING CURRENT DATE AND TIME



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Course Overview



Short explanatory video



Practical implementation



Module Overview



Reference date and time by using the **NOW** and **TODAY** functions

- Insert date and time using NOW
- Insert date using TODAY



NOW Function



Functions in Excel

Functions in excel are predefined formulas that perform calculations using specific values in a particular order

=

SUM

A1:A12

Equal sign

Functions and formulas start with an equal sign

Function name

Unique identifier that tells Excel what we are trying to cook up

Argument

Arguments contain the information you want to calculate



NOW Function



Categorized under Date/Time functions

Returns current date and time

Takes no arguments

Updated when worksheet is changed or opened



TODAY Function



TODAY Function



Categorized under Date/Time functions

Returns current date

Takes no arguments

Updated when worksheet is changed or opened



NOW – Date and time

TODAY – Date only



Demo



Implementing the NOW and TODAY functions in Excel

