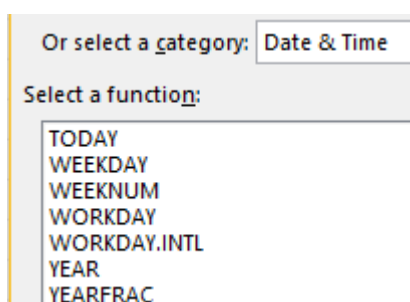
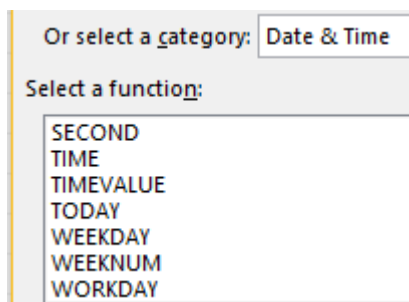
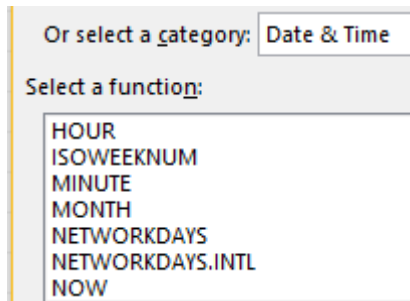
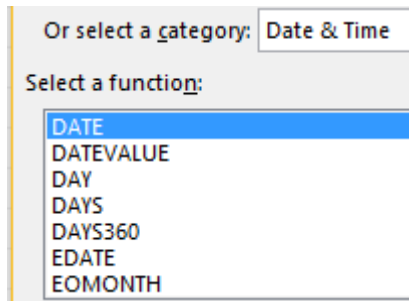


Working With Dates In Excel

Excel offers a good collection of date functions.

These are the date functions that you see when you use the formula tool:



We will look at a few of the date functions here to carry out some useful tasks:

- Calculate the date one year on
- Calculate the date one month on from today

The functions we will use are:

- DATE
- YEAR
- MONTH
- DAY
- TODAY

Calculate The Date One Year On

In the following example we calculate the next review date for an employee, which will be exactly one year on from their last review.

=DATE(YEAR(F3) + 1,MONTH(F3),DAY(F3))					
	D	E	F	G	
Today	HireDate	Age On Hire Date	Last Review date	Next Review Date	Date
49	25/03/2010	43	25/06/2015	25/06/2016	
37	01/01/2014	35	15/01/2015	15/01/2016	
30	14/09/2012	26	20/06/2015	20/06/2016	
51	26/07/2015	50	31/07/2015	31/07/2016	

The formula creates a date from three numbers representing the year, the month and the day of the month. Let's break it down.

YEAR(F3) returns the four digit year for the date in cell F3 – 2015

YEAR(F3) + 1 returns 2016

MONTH(F3) returns the month of the year as a number for the date in cell F3 – 6

DAY(F3) returns the day of the month for the date in cell F3 – 25

The resulting DATE function will be:

=DATE(2015,6,25)

This returns a date value for 25th June 2016.

The following example shows the DATE function used on its own:

=DATE(2016,6,25)	
J	
25/06/2016	

Calculate The Date One Month On From Today

Using the same functions the following example shows the date one month on:

fx			
=DATE(YEAR(TODAY()),MONTH(TODAY()+1,DAY(TODAY())))			
	G	H	I
ate	Next Review Date	Date One Month From Today	
2015	25/06/2016	04/03/2016	
2015	15/01/2016	04/03/2016	
2015	20/06/2016	04/03/2016	
2015	31/07/2016	04/03/2016	

This example also uses the TODAY() function to return today's date.

DATEDIF: A Hidden Bonus!

There is another function available in Excel that is not listed:

- DATEDIF

The DATEDIF function can be used to return the difference between two dates in a specified unit, for example the number of years between two dates, or the number of months, or the number of years and months.

The format of the DATEDIF function is:

```
DATEDIF(startdate, enddate, unit)
```

The unit can be one of the following:

- Y The number of complete years.
- M The number of complete months.
- D The number of days.
- MD The difference between the days (months and years are ignored).
- YM The difference between the months (days and years are ignored).
- YD The difference between the days (years and dates are ignored).

The following example shows the DATEDIF function being used to calculate the age of an employee

	A	B	C	D	E
1	Name	Date Of Birth	Age Today	HireDate	Age On Hire Date
2					
3	Marcia Jones	12/01/1967		25/03/2010	43
4	Clive Freeman	24/05/1978		01/01/2014	35
5	Sarah Lord	16/10/1985		14/09/2012	26
6	Carl Brewer	28/07/1964		26/07/2015	50
7					

To calculate the Age of an employee today the following formula could be used:

	A	B	C	D	E	F	
1	Name	Date Of Birth	Age Today	HireDate	Age On Hire Date	Last Review date	Nex
2							
3	Marcia Jones	12/01/1967	49	25/03/2010	43	25/06/2015	
4	Clive Freeman	24/05/1978	37	01/01/2014	35	15/01/2015	
5	Sarah Lord	16/10/1985	30	14/09/2012	26		
6	Carl Brewer	28/07/1964	51	26/07/2015	50		
7							

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