

## Top Tips – Excel

Here are some Microsoft Excel tips for you.

- \* [Calculate Number of Week Days Between 2 Dates](#)
- \* [Calculate Number of Working Days Between 2 Dates](#)
- \* [Comparing One Windows Worksheet or Windows Part of a Workbook with Another Worksheet or Part of a Workbook](#)

### Calculate Number of Week Days Between 2 Dates

The NETWORKDAYS Excel function can be used to return the number of week days between two given dates.

The following screen shot shows the start and end dates for all months in 2016 in columns A and B.

Cell C2 contains the following formula: **=NETWORKDAYS (A2 , B2)** and the other cells in column C contain a similar formula (different row references).

Only days Monday to Friday are counted by this function so we can see that there are 21 week days in February 2016.

C2 :    =NETWORKDAYS(A2,B2)

	A	B	C	D	E	F
			<b>Total Week Days</b>	<b>Total Working Days</b>		
1	<b>Start Date</b>	<b>End Date</b>				
2	01/02/2016	29/02/2016	21	21		
3	01/03/2016	31/03/2016	23	21		
4	01/04/2016	30/04/2016	21	21		
5	01/05/2016	31/05/2016	22	20		
6	01/06/2016	30/06/2016	22	22		
7	01/07/2016	31/07/2016	21	21		
8	01/08/2016	31/08/2016	23	22		
9	01/09/2016	30/09/2016	22	22		
10	01/10/2016	31/10/2016	21	21		
11	01/11/2016	30/11/2016	22	22		
12	01/12/2016	31/12/2016	22	20		
13						

## Calculate Number of Working Days Between 2 Dates

The NETWORKDAYS function takes a third argument that specifies a range of cells containing holiday dates that are to be excluded from week day counts.

In the following example the cells G2 to G9 contain all the bank holiday dates in 2016. This range of cells has been named as **BankHolidays2016**.

	A	B	C	D	E	F	G	H
				Total				
			Total Week	Working				
1	Start Date	End Date	Days	Days			Bank Holidays	
2	01/02/2016	29/02/2016	21	21			01/01/2016	
3	01/03/2016	31/03/2016	23	21			25/03/2016	
4	01/04/2016	30/04/2016	21	21			28/03/2016	
5	01/05/2016	31/05/2016	22	20			02/05/2016	
6	01/06/2016	30/06/2016	22	22			30/05/2016	
7	01/07/2016	31/07/2016	21	21			29/08/2016	
8	01/08/2016	31/08/2016	23	22			26/12/2016	
9	01/09/2016	30/09/2016	22	22			27/12/2016	
10	01/10/2016	31/10/2016	21	21				
11	01/11/2016	30/11/2016	22	22				
12	01/12/2016	31/12/2016	22	20				
13								

The cell D2 contains the following formula: `=NETWORKDAYS(A2,B2,BankHolidays2016)`

	A	B	C	D	E	F	G	H
				Total				
			Total Week	Working				
1	Start Date	End Date	Days	Days			Bank Holidays	
2	01/02/2016	29/02/2016	21	21			01/01/2016	
3	01/03/2016	31/03/2016	23	21			25/03/2016	
4	01/04/2016	30/04/2016	21	21			28/03/2016	
5	01/05/2016	31/05/2016	22	20			02/05/2016	
6	01/06/2016	30/06/2016	22	22			30/05/2016	
7	01/07/2016	31/07/2016	21	21			29/08/2016	
8	01/08/2016	31/08/2016	23	22			26/12/2016	
9	01/09/2016	30/09/2016	22	22			27/12/2016	
10	01/10/2016	31/10/2016	21	21				
11	01/11/2016	30/11/2016	22	22				
12	01/12/2016	31/12/2016	22	20				
13								

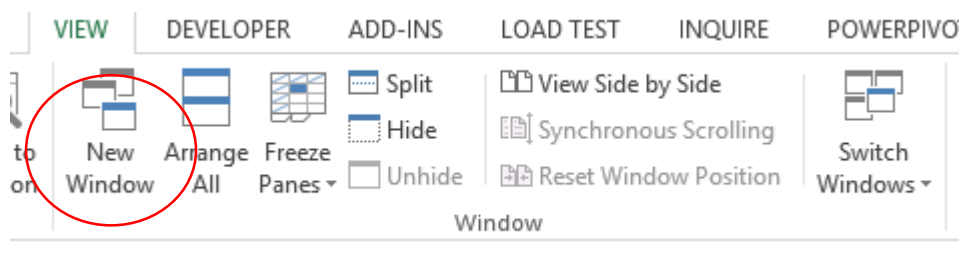
We can see that there are 21 working days in March 2016, but 23 week days (Easter bank holidays excluded).

## Comparing One Worksheet or Part of a Workbook with Another Worksheet or Part of a Workbook

Have you ever wanted to be able to compare one worksheet with another from the same workbook side by side? Or one part of a very larger workbook with another part?

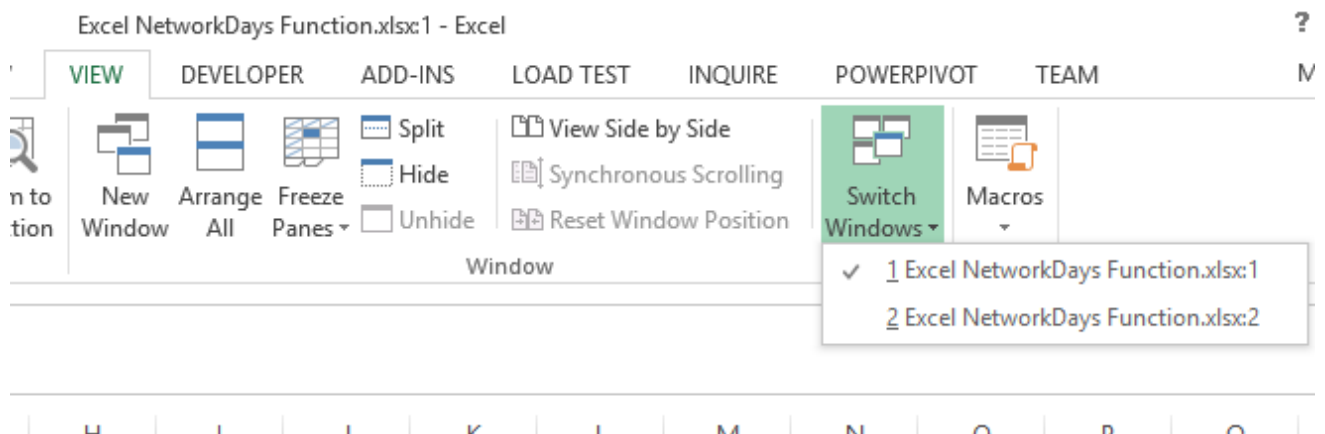
Well this can be achieved pretty easily by opening a second window containing the same workbook.

On the View Ribbon there is a **New Window** option:



If you click on this Excel opens a second window containing the same Workbook. The two instances are linked to the same workbook do if you make a change in one it will be seen in both.

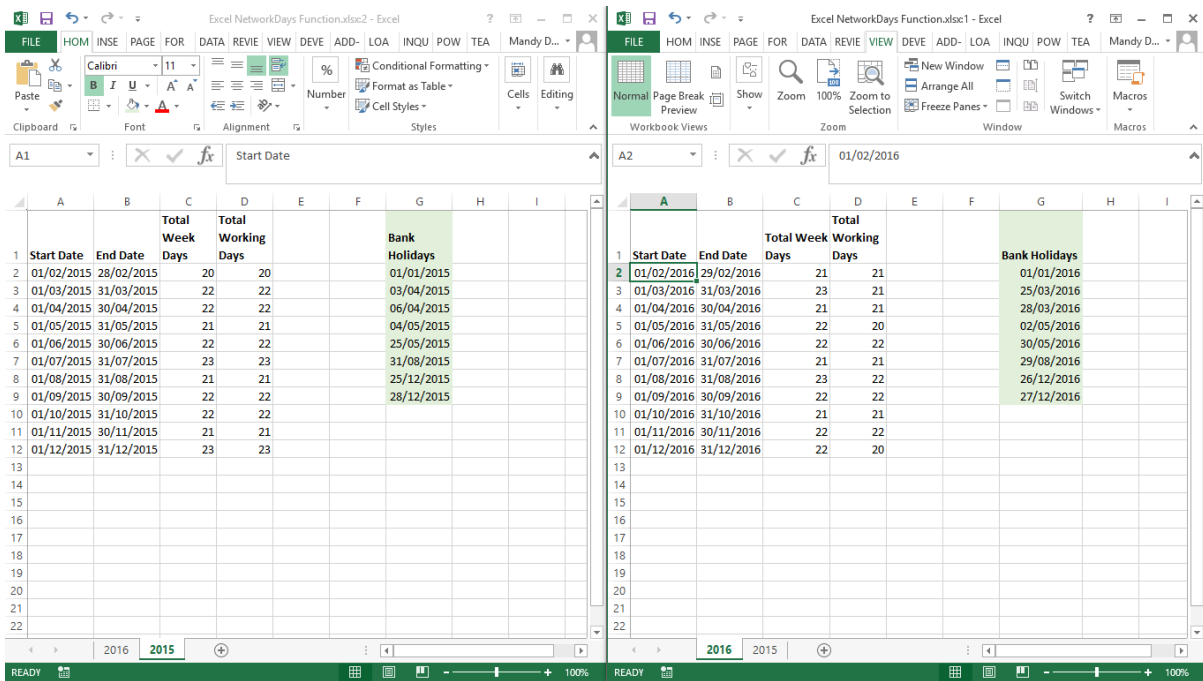
The Switch Windows option on the View menu will show the same workbook name followed by an instance number (:1, :2)



If you have two screens available you can drag one of the windows to your second screen to enable you to view them side by side.

If you only have one screen available you can drag one to the right hand side of the screen to snap it to the right half of your screen, and drag the other window to the left side of the screen to snap it to the left half of the screen. Then you can view them side by side.

You can scroll through each window independently enabling you to compare different parts of the workbook, even parts from different worksheets.



*If you are itching to learn more why not book on to our Excel training courses? This link will take you to the course outlines:*

<http://ptr.co.uk/microsoft-office-courses>.