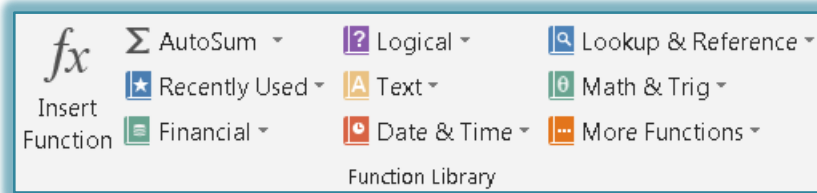


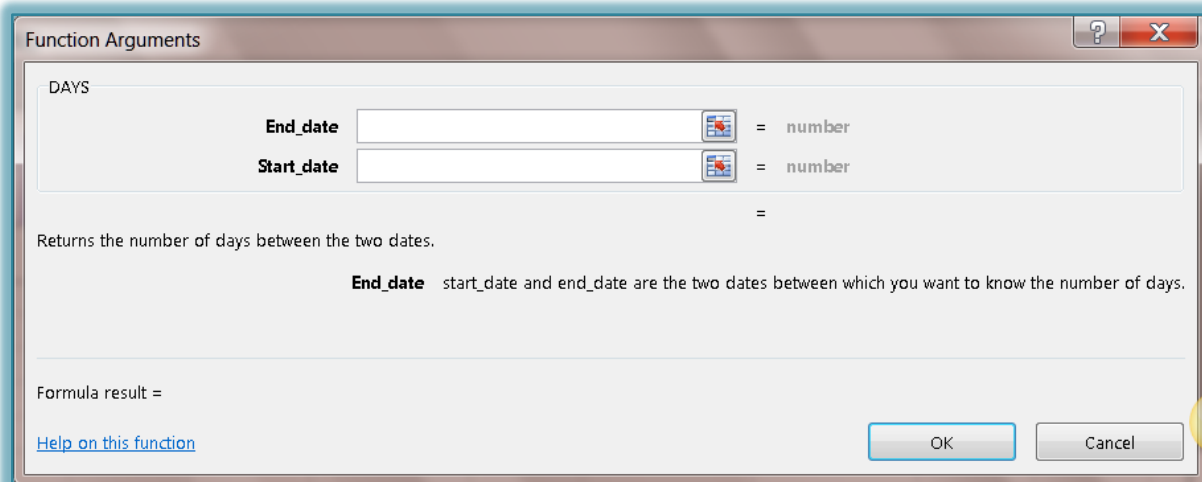
DATE AND TIME FUNCTIONS

In Excel, dates and times are stored as a value, which means that it is possible to perform calculations on them. Each date between January 1, 1900 and December 31, 9999 is stored as a sequential serial number. Excel works with time values as fractions of a 24-hour day. Midnight is stored as 0.0, noon (12 PM), is stored as 0.5, and 6 PM is stored as 0.75. Time is treated as an extension of the serial number Excel uses for dates. Excel has many functions to assist with dates and times. To insert a Data and Time function:

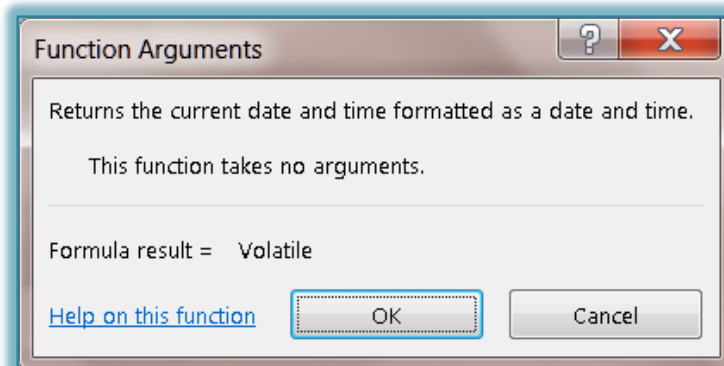
- ✦ Click the **Formulas** Tab.
- ✦ In the **Function Library Group**, click the **Date & Time** button (see illustration below).



- ✦ A list of **Date and Time** functions will appear.
- ✦ Click the **Date and Time** function that is to be used.
- ✦ The **Function Arguments** dialog box will display (see illustration below).



- ✦ The options listed in the dialog box are specific to the **Date and Time** function that was selected.
- ✦ Some functions do not have any arguments with them. When this is true, a dialog box as shown in the illustration below will appear.



- ✦ Follow the prompts in the **Function Arguments** dialog box to create the function.
- ✦ The table below lists some of the functions that are available with this option.

Function	Description
=TODAY()	Returns the current date. Notice that although parentheses are included, no arguments are used in this function.
=NOW()	Returns the current date and time. Notice that although parentheses are included, no arguments are used in this function.
=DATE(year,month,day)	Returns the date based on its three arguments, year, month, and day. For instance, DATE(2009,12,15) will return 12/15/2009.
NOTE: For the next four functions, you need to create a DATE, TODAY, or NOW function and then refer to the cell where the function is located. For instance, you must input DAY, MONTH, YEAR, or WEEKDAY(A12) where A12 is the location of the DATE function. The same is true for the Month, Year, and Weekday functions.	
=DAY(date)	Extracts a day of the month from a date.
=MONTH(date)	Extracts a month from a date.
=YEAR(date)	Extracts a year (YYYY) from a date.
=WEEKDAY(date)	Returns a day of the week (Sunday=1) from a date.
=DATEVALUE("date_text")	Converts a date from text to the number of days from January 1, 1900 to the date that was input. The date in the argument must be enclosed in quotation marks.
=TIME(hour,minute,second)	Returns the time based on its three arguments, hour, minutes, seconds. For instance, TIME(12,30,45) will return 12:30 PM.
NOTE: For the next three functions, you need to create a TIME or NOW function and then refer to the cell where that function is located. For instance, you must input HOUR, MINUTE, or SECOND(A12) where A12 is the location of the TIME or NOW function.	
=HOUR(time)	Extracts the hour part from a time that has been input using the TIME or NOW function.
=MINUTE(time)	Extracts the minute part from a time that has been input using the TIME or NOW function.
=SECOND(time)	Extracts the second part from a time using the TIME or NOW function.