YEAR FUNCTION

This function is used to calculate the number of years between two dates. It can be useful when trying to determine the number of years that someone has been employed at an institution. In this case, the base year will be 2013. The YEAR function will be used to extract the year from the date in the Date Hired column.

1. Open the Service workbook from the area where it was stored when it was downloaded from the Excel Training Web page.
3. Click in cell C4.
4. Input =$B$1-YEAR(B4).
   - The F4 key can be used to convert a cell reference to an absolute reference which is what is needed for this formula.
   - The date and time will appear in the cell rather than a number.
   - This cell is formatted as a date.
   - The date format has to be changed to a number format in order to determine the number of years.
5. The Formula should appear in the Formula Bar as shown in the illustration at the right.
7. Click the Home Tab.
8. In the Numbers Group, click the Dialog Box Launcher button (see illustration below).
9. The Format Cells dialog box will display.
10. Click General under Category.
   or
11. Click the Number Format list in the top row of the Numbers Group.
12. Select General from the list
13. Click OK to exit the dialog box.
14. Twelve should appear in cell C4 (see illustration below).
15. Copy the formula to the cells in the range C5:C7.