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**ExcelTips**

***Times and Dates***

*Ninth Edition*

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*Compiled from the pages of ExcelTips,  
your free weekly productivity newsletter*

## ***ExcelTips: Times and Dates, Ninth Edition***

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# Introduction

**D**o you use Excel to enter, process, calculate, format, and display dates or times? (Perhaps it would be easier to ask who *doesn't* use Excel for these purposes from time to time.) If you do, you have come to the right place. *ExcelTips: Times and Dates, Ninth Edition*, is designed to help you figure out just what to do with the times and dates you've placed in your worksheets. No matter what type of slicing and dicing of dates and times you need to do, this book can help you out.

*ExcelTips: Times and Dates* is one of the task-specific Excel books available from the folks who bring you *ExcelTips*. In fact, the majority of information presented in this book is collected from past issues of *ExcelTips*. Each idea is presented in a bite-sized "tip" that you can apply right away. There is no need to wade through computer books, websites, or message after message in some newsgroup. Why waste time looking for the specific information you need, when it is all right here, at your fingertips, twenty-four hours per day?

As any long-time subscriber to *ExcelTips* knows, some tips in this book are geared for beginners, while others will be of value to veteran Excel users. Regardless of your expertise, there is a very good chance that *ExcelTips: Times and Dates* can teach you something you didn't know before.

## **A Word about Versions**

There are many, many tips in this e-book. Each is categorized (see the Table of Contents) and each includes an indicator of the version of Excel to which it applies. Virtually all of the tips in this document will work with all modern versions of Excel, 2007 through 2019, and even the version provided with Office 365.

Screen shots, where included, are based on whatever instructions are being discussed. As you compare what is on your screen with what you see in this book, don't be surprised if there are small, cosmetic differences. If you run across discrepancies of a more serious nature (I don't think you will), I'd love you to e-mail me with the details. Send your message to [allen@sharonparq.com](mailto:allen@sharonparq.com).

As you look at each tip included in this book, just after the tip's title you'll see a line similar to this:

*Applies to Excel 2007, 2010, 2013, 2016, 2019, and Excel in Office 365*

This indicates that the tip works with all the modern versions of Excel. I've tried to test each tip with whatever version of Excel is noted for that tip so that you can easily see if the tip is applicable to your version of Excel.

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## Need More Tips?

Remember that this document contains tips presented in *past* issues of *ExcelTips*. If you want to stay at the top of your Excel form, you should consider subscribing to *ExcelTips*. All you need is an e-mail account, and you can receive a weekly dose of tips related to Excel. To subscribe to *ExcelTips* visit the *ExcelTips* Web site:

<https://excelribbon.tips.net>

If you prefer to only consider tips that work with older versions of Excel (97 through 2003), then you'll want to visit this site:

<https://excel.tips.net>



*ExcelTips* is part of the Tips.Net network, a collection of websites designed to bring you helpful tips, tricks, and ideas that can save you time, effort, and money. You can see the full breadth of the Tips.Net network by visiting our website:

<https://www.tips.net>

## Learning by Video

Some people learn through the written word, some people are better able to learn using videos. Besides the e-book you are reading right now, I've also created a *Using Dates and Times* video course that you may find help. If you think you would benefit from such a video course, check out this page:

<https://usingoffice.com/dates-and-times/>

The course provides over 3-1/2 hours of video lessons so that you can see how to best use dates and times in your Excel worksheets.

## A Special Note of Thanks

I would like to thank the many thousands of *ExcelTips* subscribers, past and present. Without their assistance, many of these tips would not have been possible. Week in and week out I receive e-mail from people needing help, as well as from people willing to offer help. These people selflessly provide assistance to others, submitting solutions to problems that others face.

## Sharing this E-Book

There was a lot of work that went into putting this book together. I can't tell you how many countless hours are spent putting together the weekly *ExcelTips* newsletter from which this information was compiled. That means that this information has value, and your friends, neighbors, and co-workers may want to share it.

The information in this book is copyrighted. Please do not share this information with others—you purchased *ExcelTips: Times and Dates, Ninth Edition*, and you have a right to use it on your system. Another person who has not purchased this e-book does not have that right. It is

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