

**Course  
&  
Test Series**

**Use of Date, Day and Days Function in MS-Excel**

**CBSE**

Microsoft Excel

**MODULE 27 - Use of Date, Day and Days Function in MS - Excel**

**ICSE**

**Date, Day and Days Function in MS - Excel:**

**NTSE**

In MS Excel, the DATE, DAY, and DAYS functions are used for date manipulation, extracting the day of the month, and calculating the difference between two dates, respectively.

**Banking & Insurance**

The DATE function is used to create a full date using the year, month, and day values.

**Central Govt. Service**

The DAY function returns the day number (1 to 31) from a given date. The DAYS function calculates the number of days between two dates.

**State Govt. Services**

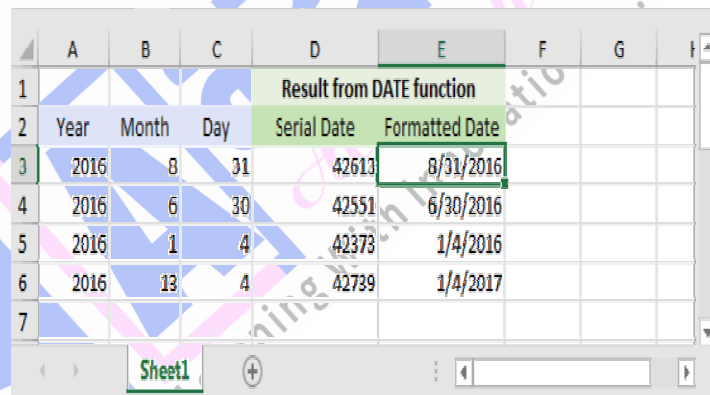
**Date Function:**

**Purpose:** To create a date from individual year, month, and day parts.

**LAW Entrance**

**Formula:**

=DATE(year, month, day)



Year	Month	Day	Serial Date	Formatted Date
2016	8	31	42613	8/31/2016
2016	6	30	42551	6/30/2016
2016	1	4	42373	1/4/2016
2016	13	4	42739	1/4/2017

**MBA Entrance**

**Example:**

=DATE(2025, 4, 10)

This will return: 10-Apr-2025

**Railways & Metro Services**

**Why we use it?**

- Helps when you have year, month, and day in separate cells and you want to combine them into a single date.
- Super handy in formulas where you want to build or manipulate dates.

**...many more**

**Use Cases:**

- **Building dates from separate cells:**  
=DATE(A1, B1, C1)  
Where A1 = Year, B1 = Month, C1 = Day.
- **Generating a fixed date for calculations:**  
=DATE(2025, 4, 10)
- **Calculating future or past dates:**

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**=DATE(YEAR(TODAY()), MONTH(TODAY()+3, DAY(TODAY())))**  
(Adds 3 months to today's date)

**DAY Function:**

**Purpose:** To extract the day (1 to 31) from a date.

**Formula:**  
**=DAY(serial\_number)**

**Example:**  
**=DAY("10-Apr-2025")**  
This will return: 10

- Why we use it?**
- Great when you only care about the day part of a date.
  - Useful in reports or dashboards where you need to filter or group by day.

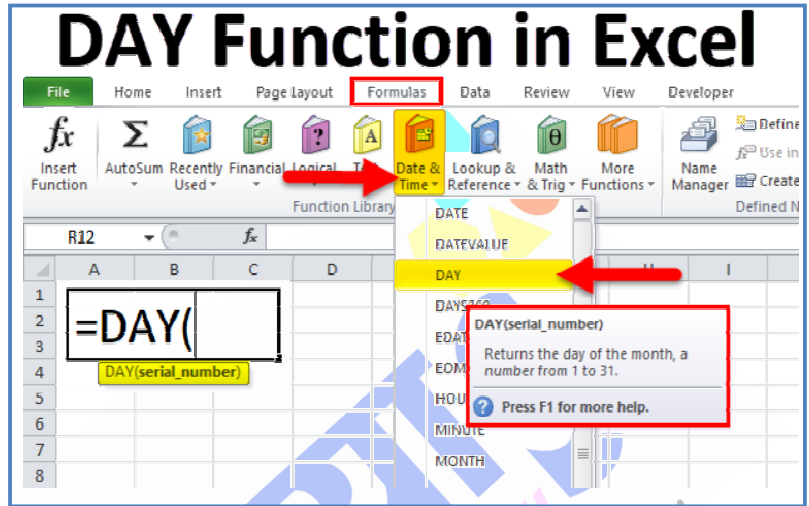
- Use Cases:**
- Get the day of the month from a full date:  
**=DAY(A1)**  
(If A1 contains 10-Apr-2025, it returns 10)
  - Useful for conditional formatting or filtering based on day.

**DAYS Function:**  
**Purpose:** To calculate the number of days between two dates.  
**Syntax:**

**=DAYS(end\_date, start\_date)**

**Example:**  
**=DAYS("10-Apr-2025", "01-Apr-2025")**  
This will return: 9

**Why we use it?**



	A	B	C
1	<b>Start date</b>	<b>End date</b>	<b>DAYS</b>
2	1/22/2018	6/9/2019	503
3	6/19/2016	2/21/2017	247
4	2/27/2018	2/28/2018	1
5	3/5/2019	5/10/2019	66
6	5/17/2016	10/30/2016	166
7			

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**...many more**

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**Use of Date, Day and Days Function in MS-Excel**

- Very useful for calculating durations, deadlines, or time differences.
- Helpful in project management, billing, or tracking systems.

**Use Cases:**

- Calculate duration between two dates:

=DAYS(B1, A1)

Where A1 = start date, B1 = end date

- Track deadlines, project timelines, or employee tenure.

**ASSIGNMENT**

	A	B
1	Start Date	End Date
2	Jan 26, 2016	Jan 27, 2016
3	Jan 1, 2016	Jan 31, 2016
4	Mar 1, 2016	Jun 1, 2016
5	Jan 1, 2015	Jan 1, 2016
6	Jan 1, 2016	Jan 1, 2015
7		

**TASKS:**

Use the Days Function from the above table.

Find out the date from the above table using the Date Function.

	A	B	C	D
1				
2	<b>DATE Function</b>			
3				
4	<b>Year</b>		<b>Month</b>	
5		1995	1	1
6		2010	1	1
7		2021	1	1
8		2021	2	1
9		2021	3	1
10		2021	4	15
11		2021	6	30
12		2021	7	10
13		2021	12	25
14		2021	12	31
15		2099	1	1
16				