

**Course  
&  
Test Series**

**Use of Now, Today and Workday Function in MS-Excel**

Microsoft Excel

Module 28 - Use of Now, Today and Workday Function in MS-Excel

 **CBSE**

Now, Today and Workday Function

In Excel, NOW(), TODAY(), and WORKDAY() functions are used to manage dates and times. NOW() returns the current date and time, TODAY() returns the current date only, and WORKDAY() calculates a date after a specified number of workdays, excluding weekends and optional holidays

 **ICSE**

NOW Function:

 **NTSE**

Meaning:

The NOW() function gives you the current date and time from your computer's system clock.

Purpose: Returns the current system date and time.

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Formula:

=NOW()

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Example Output:

12-Apr-2025 10:35 AM (will vary depending on when you use it)

 **State Govt. Services**

Example:

If today is April 12, 2025, at 10:30 AM:

=NOW() → 12-Apr-2025 10:30 AM

Uses:

- To display the current date and time on a worksheet.
- To create formulas that update with the current date and time each time the worksheet is recalculated.

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TODAY Function:

 **MBA Entrance**

Meaning:

The TODAY() function gives you the current date only (without the time).

Purpose: Returns the current date (without the time).

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Formula:

=TODAY()

Example Output:

12-Apr-2025

**...many more**

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**...many more**

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Example:

If today is April 12, 2025:

=TODAY() → 12-Apr-2025

• Uses:

- To display the current date on a worksheet.
- To calculate intervals, such as finding someone's age.
- To use in other date-related formulas.

**WORKDAY Function:**

Meaning:

The WORKDAY() function gives you a date that is a number of working days (Monday to Friday) before or after a starting date. You can also skip holidays. Returns a number that represents a date that is the indicated number of working days before or after a date (the starting date). Working days exclude weekends and any dates identified as holidays.

Use WORKDAY to exclude weekends or holidays when you calculate invoice due dates, expected delivery times, or the number of days of work performed.

Purpose: Calculates a date that is a given number of workdays (Monday-Friday) from a start date, excluding weekends (and optionally holidays).

Formula:

=WORKDAY(start\_date, days, [holidays])

- Start\_date Required. A date that represents the start date.
- Days Required. The number of nonweekend and nonholiday days before or after start\_date. A positive value for days yields a future date; a negative value yields a past date.
- Holidays Optional. An optional list of one or more dates to exclude from the working calendar, such as state and federal holidays and floating holidays. The list can be either a range of cells that contain the dates or an array constant of the serial numbers that represent the dates.

**Example:**

1. Add 10 Working Days from Today

=WORKDAY(TODAY(), 10)

👉 Returns the date 10 workdays after today (skips weekends).

2. Go Back 5 Working Days

=WORKDAY(TODAY(), -5)

👉 Returns the date 5 workdays before today.



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3. Add 7 Workdays from a Specific Date

=WORKDAY(DATE(2025,4,12), 7)

☞ Returns the date 7 workdays after April 12, 2025.

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4. Add Workdays and Exclude Holidays

Assume holidays are listed in cells A1:A3:

=WORKDAY(TODAY(), 10, A1:A3)

☞ Adds 10 workdays from today, excluding holidays listed in A1 to A3.

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5. Calculate Delivery Date (15 Workdays from Order Date)

If order date is in cell B2:

=WORKDAY(B2, 15)

 **NTSE**

**Uses:**

- o To calculate due dates, considering workdays and excluding weekends and holidays.
- o To determine delivery times, excluding weekends and holidays.
- o To calculate the number of workdays worked by employees.

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**ASSIGNMENT**

	A	B	C
1			<b>WORKDAY</b>
2	<b>Start Date</b>	<b>Days</b>	<b>Result</b>
3	Dec 30, 2015	1	42369
4	Dec 30, 2015	2	42373
5	Mar 24, 2016	1	42458
6	Mar 24, 2016	5	42464
7			

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**TASKS :-**

Use the Now, Today and Workday Function in MS-Excel from the above table.

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