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Use of Second, Minute and Hour Function in MS-Excel

Microsoft Excel

Module 29 - Use of Second, Minute and Hour Function in MS-Excel



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Second, Minute and Hour Function

In MS Excel, the HOUR, MINUTE, and SECOND functions extract time components from a given date/time value, returning the hour (0-23), minute (0-59), and second (0-59), respectively, as a whole number. These functions are useful for time-related calculations and analysis. Second, MINUTE, and HOUR functions are used to work with time values. MINUTE extracts the minute part from a time. HOUR extracts the hour part from a time. These functions are useful for performing calculations, formatting, and extracting specific time components from time values.

The MINUTE, SECOND, and HOUR functions are used to extract specific parts of a time value. Here's a quick breakdown of how each function works and how you can use them:

1. HOUR Function

**Purpose:** Returns the hour from a time value (0 to 23).

Extracts the hour from a date/time value, where the serial\_number is the number representing the date and time. The hour will be a number between 0 and 23, representing 12:00 AM to 11:00 PM.

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

**Example:**

=HOUR("2:30 PM") → 14  
=HOUR(A1) → If A1 has 10:45:00, it returns 10

2. MINUTE Function

**Purpose:** Returns the minute portion of a time value (0 to 59). Extracts the minute from a date/time value, where serial\_number is the date and time value. The minute will be a number between 0 and 59.

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

**Example:**



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=MINUTE("2:30 PM") → 30  
 =MINUTE(A1) → If A1 has 08:45:12, it returns 45

**3. SECOND Function**

**Purpose:** Returns the second portion of a time value (0 to 59). Extracts the second from a date/time value, where serial\_number is the date and time value. The second will be a number between 0 and 59.

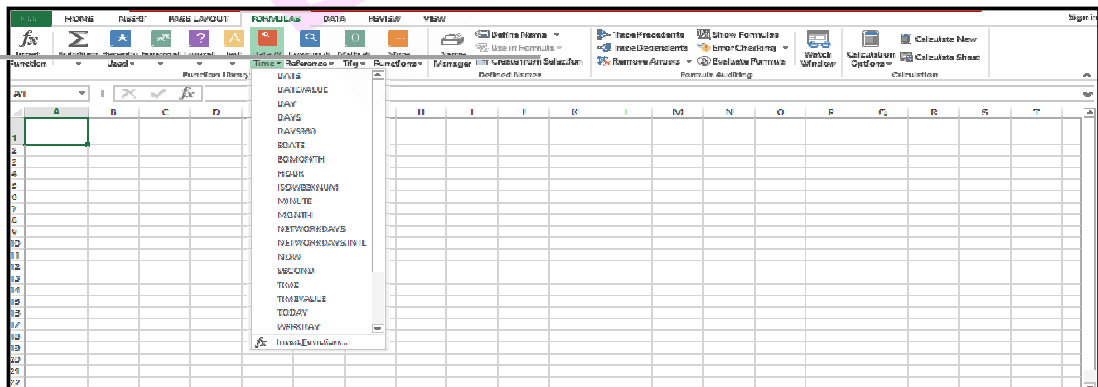
**Formula:**  
 =SECOND(serial\_number)

**Example:**  
 =SECOND("12:30:45 PM") → 45  
 =SECOND(A1) → If A1 has 01:15:30, it returns 30

• You can find the TIME, HOUR, MINUTE, and SECOND functions in Excel in a couple of different ways:

**Option 1: Using the Formula Tab (Ribbon)**

1. Go to the **Formulas** tab in the ribbon at the top of Excel.
2. Click on **Date & Time** in the **Function Library** group.
3. In the dropdown list, you will find:
  - TIME
  - HOUR
  - MINUTE
  - SECOND
  - Along with many other time and date-related functions (like NOW, TODAY, DATEDIF, etc.)



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**Option 2: Typing Directly in a Cell**

You can also just type them directly in any cell:

```
=HOUR(A1)
=MINUTE(A1)
=SECOND(A1)
=TIME(10, 30, 0)
```

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Excel will auto-suggest as you type, and you can press **Tab** to auto-complete the function.

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**Option 3: Using the Insert Function (fx Button)**

1. Click on any empty cell.
2. Click the **fx** button (just to the left of the formula bar).
3. In the "Insert Function" window:
  - o Set "Or select a category" to **Date & Time**.
  - o Scroll to find **HOUR, MINUTE, SECOND, or TIME**.
4. Select one and click **OK** to get help with the syntax and arguments.

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