

**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:**

**LAW Entrance**

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

**MBA Entrance**

**Formula:**

=DATE(year, month, day)

**Railways & Metro Services**

**Example:**

=DATE(2025, 4, 10)

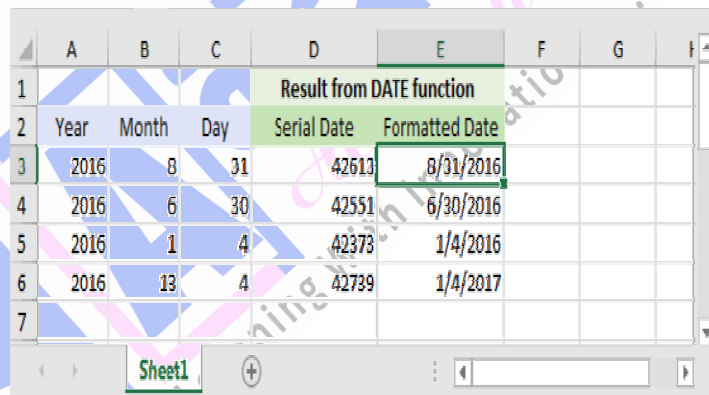
This will return: 10-Apr-2025

**...many more**

**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.

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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

**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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**...many more**

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

=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

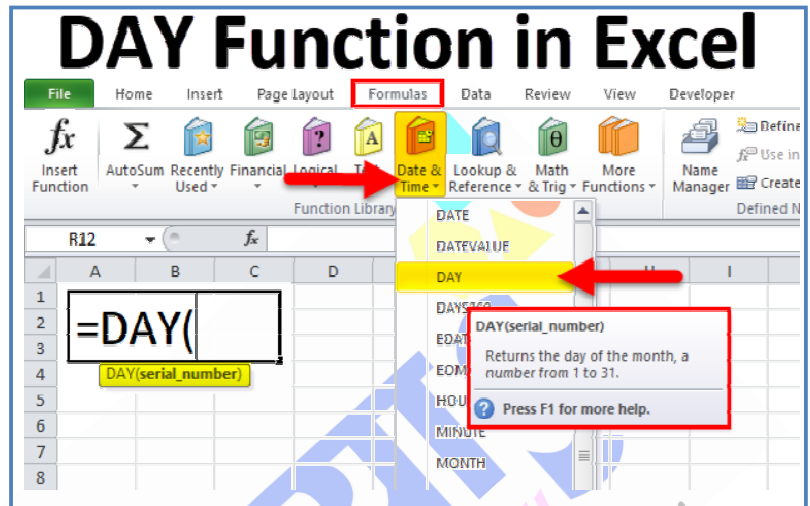
- Why we use it?**
- Great when you only care about the day part of a date.
  - Useful in reports or dashboards where you need to filter or group by day.

- 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:**

=DAYS360(start\_date, end\_date, [method])

**Example:**  
=DAYS360("01-Apr-2025", "10-Apr-2025" True)  
This will return: 9



	A	B	C
1	Start date	End date	DAYS
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
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Service**

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 **LAW  
Entrance**

 **MBA  
Entrance**

 **Railways & Metro  
Services**

**...many more**

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**Why we use it?**

- 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**

**TASKS:**

Use the **Days Function** from the above table.

	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		

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

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