

**Course
&
Test Series**

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

Microsoft Excel

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

 **CBSE**

Date, Day and Days Function in MS - Excel:

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.

 **ICSE**

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

 **NTSE**

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.

 **Banking & Insurance**

Date Function:

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

Formula:

=DATE(year, month, day)

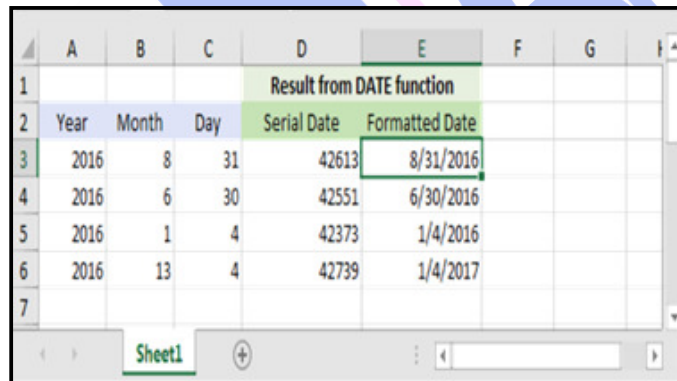
 **Central Govt. Service**

Example:

=DATE(2025, 4, 10)

This will return: 10-Apr-2025

 **State Govt. Services**



Result from DATE function					
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	

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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

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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:

=DATE(YEAR(TODAY()), MONTH(TODAY())+3, DAY(TODAY()))

(Adds 3 months to today's date)

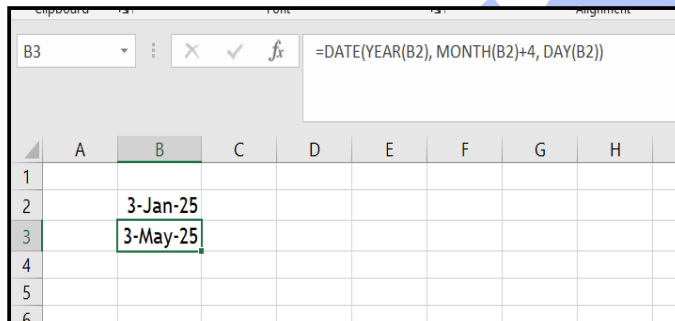
You can mention today's date manually instead of using the today() function.

Solved Example: A customer purchases goods on **3 January 2025**. The payment terms are **"Payment due after 4 months"**. So we need to calculate the **due date** in Excel.

Solution:

In cell B2, type = 3 January 2025.

In cell B3, type = DATE(YEAR(B2), MONTH(B2)+4, DAY(B2)) = You will get = 3 May 2025, only if you have the same date and time format in both cells.



	A	B	C	D	E	F	G	H
1								
2		3-Jan-25						
3		3-May-25						
4								
5								
6								

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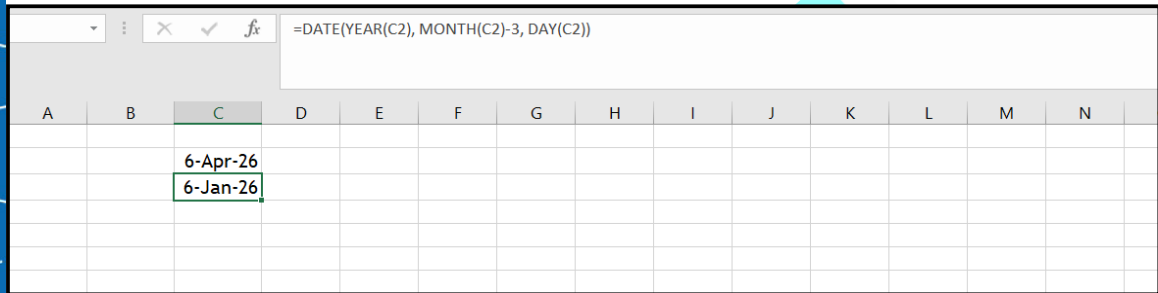
Solved Example: A company wants to send a payment reminder 3 months BEFORE the due date.

- Due Date: 6 April 2026
- Reminder should be sent 3 months earlier

Solution:

In cell C2, type = 6 April 2026.

In cell C3, type = DATE(YEAR(C2), MONTH(C2)-3, DAY(C2)) = You will get = 6 Jan 2026, only if you have the same date and time format in both cells.



DAY Function:

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

Formula:
=DAY(serial_number)

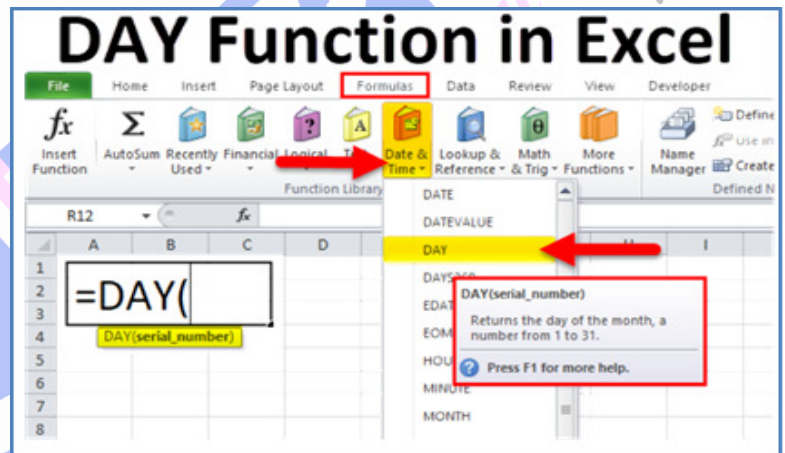
Example:
=DAY("10-Apr-2025")
This will return: 10

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.



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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
7			

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

Dataset for Assignment

ID	Start Date	End Date	DAY (of Start Date)	DAYS (Between Start & End)	+10 Days (DATE Function)
301	01-Jan-2024	15-Jan-2024			
302	10-Feb-2024	25-Feb-2024			
303	05-Mar-2024	20-Mar-2024			
304	12-Apr-2024	30-Apr-2024			
305	18-May-2024	05-Jun-2024			
306	01-Jun-2024	20-Jun-2024			

Complete the give dataset