BOOST YOUR SKILLS IN
Microsoft Excel 365/2021

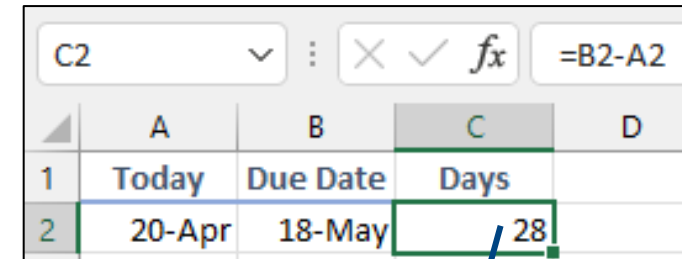Chapter 7: Date Functions and Conditional Formatting

Learning Objectives

After studying this chapter, you will be able to:

- Identify date serial numbers
- Apply custom date formatting
- Enter times
- Create functions using dates
- Perform date and time calculations
- Create customized conditional formatting rules
- Edit rules using the Conditional Formatting Rules Manager

Date Serial Numbers

- Dates are stored as sequential serial numbers.

- Dates stored as serial numbers allow dates to be used in calculations.
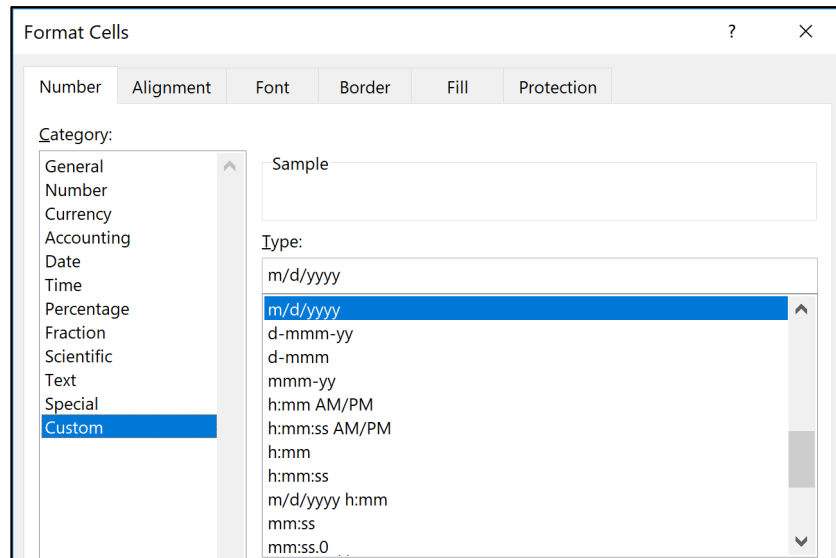
- You can apply custom date formatting.

The formula in cell C2 is: =B2-A2

Apply Custom Date Formatting

- There are custom date format codes:
  - Day, Month, and Year (d, m, and y)
  - Slash and Dash (/ and –)
- Set them up in the Format Cells dialog box.

Entering Time Information

- Times have serial numbers attached, like dates.

- Excel applies the correct custom number formatting.
  - Example: Excel knows that 6:00 is 6:00 AM, because it assumes you are using a 24-hour clock.

- Times can be customized.

TIME ENTRIES		
Entry	Display	Time Stored As
6:00	6:00	6:00:00 AM or 0.25
9:00 AM	9:00 AM	9:00:00 AM or 0.375
12:00	12:00	12:00:00 PM or 0.5
13:30	13:30	1:30:00 PM or 0.5625
6:00 PM	6:00 PM	6:00:00 PM or 0.75

Note the difference between how an entry is displayed and how it is stored in Excel.

Using Date Functions

- Dates provide important information and are even more valuable when used in functions.

- Enter date functions just like you do other functions.
  - Example: Use the TODAY function to enter today's date. *=TODAY()*

Calculations Using Date and Time

- Use mathematical operations in date and time formulas.
  - You can subtract to find the number of days between two dates or two times.
  - You can add a number of days to a particular date.
- You can combine a formula with a date function.
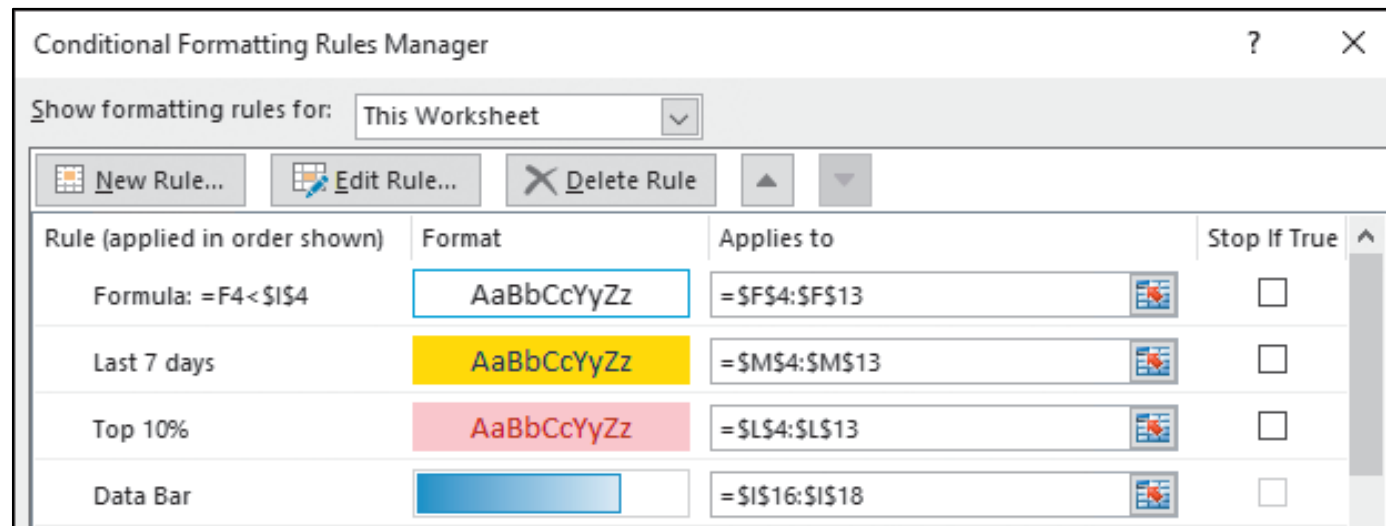
Conditional Formatting

- This applies formatting to cells meeting a criteria.

- Preset options can be applied.

- You can create multiple rules for the same set of data.

- Conditional formatting updates cells when data is entered.

- You can apply conditional formatting with graphics.
  - Apply data bars, color scales, or icon sets.

Expenses	Actual	Budget	Difference
Bank Fees	7,200	7,300 ✅	100
Insurance	18,230	17,000 ❌	-1,230
Rent	25000	25000 ✅	0

Conditional Formatting Rules Manager

- Create, edit, and delete rules or rearrange the order.
- This displays existing rules for the entire worksheet or current selection.

In this example, the Conditional Formatting Rules Manager shows the rules for the entire worksheet.

Conditional Formatting Using Formulas

Expand the possibilities of conditional formatting by creating a custom rule using a formula.

In this example, a formula is used to determine which employees are due for their annual wage review.