

**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.

 **Central Govt. Service**

**Formula:**

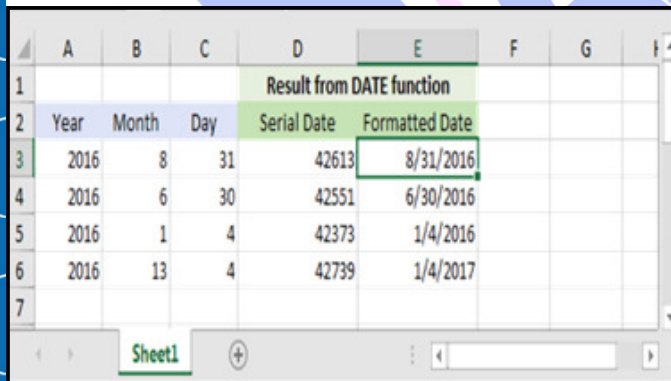
=DATE(year, month, day)

**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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 **Railways & Metro Services**

**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)

**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.

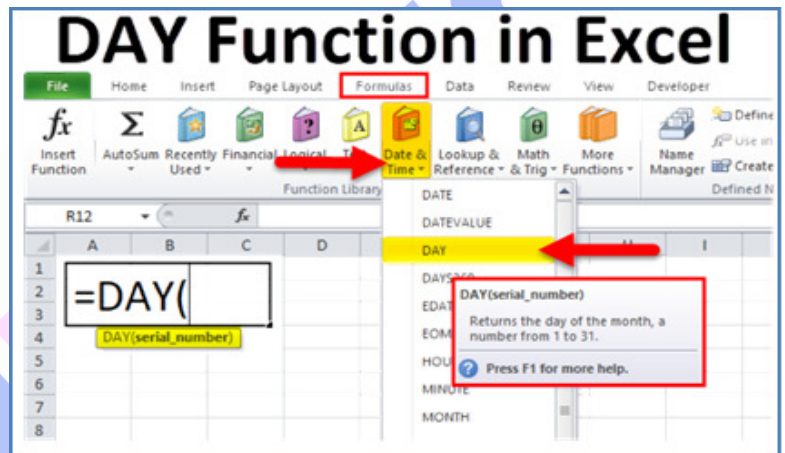
**Use Cases:**

- 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**