How to insert time in excel sheet

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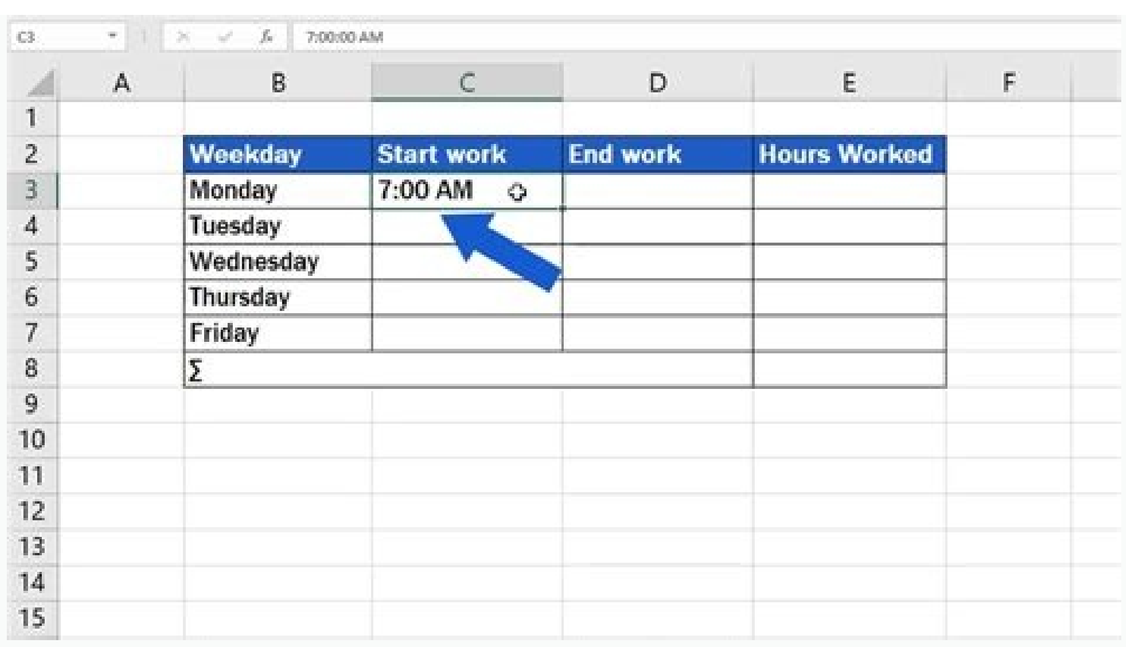

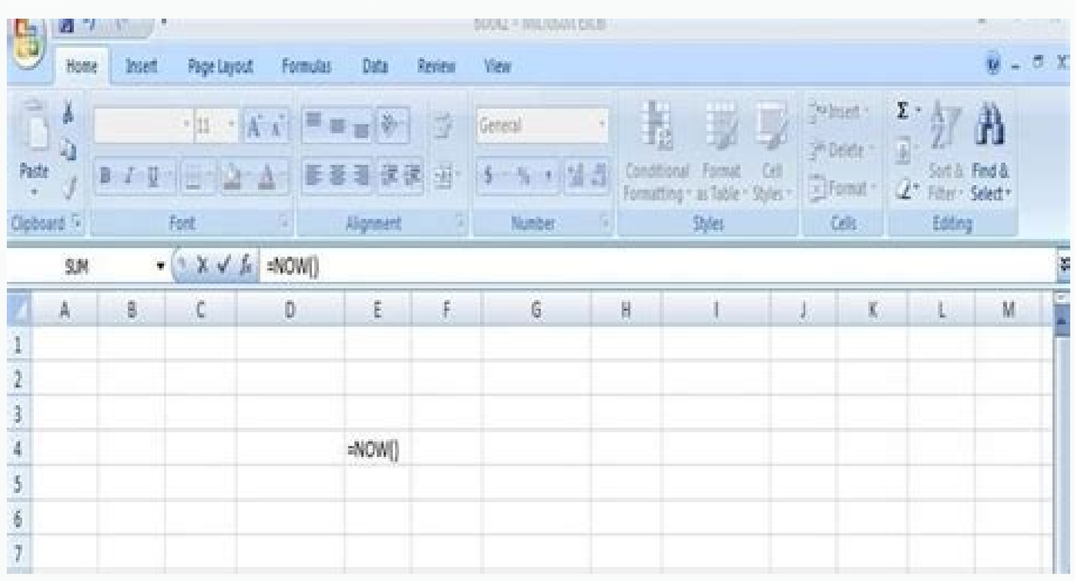

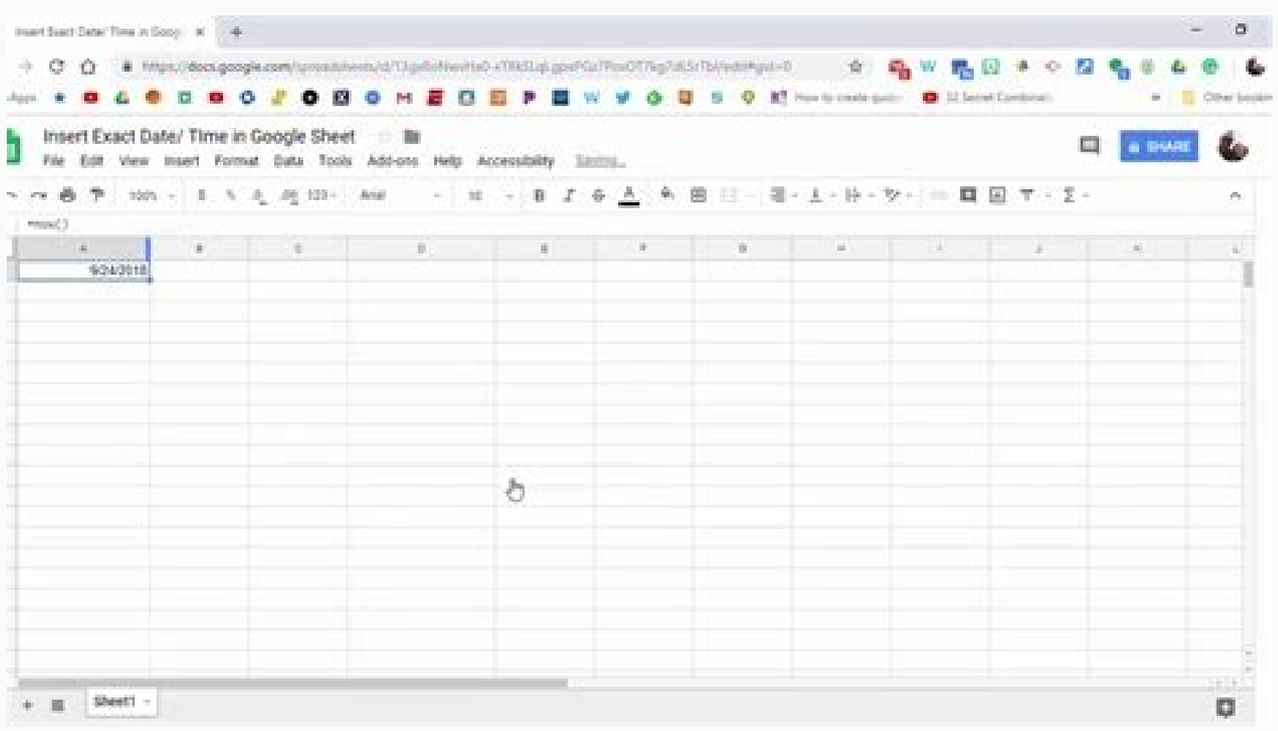

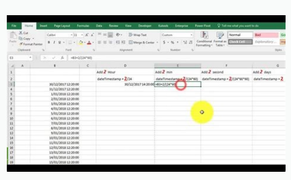

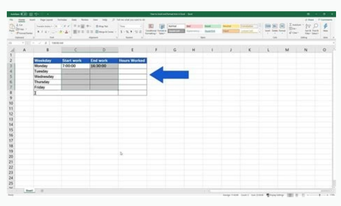

How to insert date and time in excel sheet. How to insert multiple rows at a time in excel sheet.

View Discussion Improve Article Save Article Like Article ReadDiscussView Discussion Improve Article Save Article Like Article The Date and Timestamp is a type of data type that determines the date and time of a particular region. It contains some characters along with some encoded data. This format may vary from language to language. Keeping track of date and time helps in managing records of our work as well as segregate the information day-wise. In this article, we will be going to learn how we can automatically insert Date and Timestamp in Excel.There are multiple ways to insert Date and Timestamp in Excel. These methods include both static and dynamic methods.1. Inserting Date And Timestamp using keyboard shortcuts (Static method)The static method is helpful when there are only a few cells where you need to insert the Date and Timestamp. You can quickly use the keyboard shortcut to manually insert the Date and Timestamp.Follow the below steps to implement the same:Select the cell into which the current date or time needs to be inserted.Use this shortcut – Ctrl + ; (Control + semicolon) to insert the current date.Use this shortcut – Ctrl + Shift + ; (Control + Shift + semicolon) to insert the current time.Use this shortcut – Press the combination (Ctrl + ;) and (Ctrl + Shift + ;) to insert the current time and time.2. Inserting Date And Timestamp using Formulas:The NOW() and TODAY() functions can be used to insert the current date and time that will update automatically. This method dynamically updates the date-time whenever a change is made in the worksheet.NOW(): To insert current date and time.TODAY(): To insert the current date.Follow the below steps to implement the same:Select the cell into which the current date or time needs to be inserted.Enter the function NOW() or TODAY().Press the Enter key.The current date-time or date will be inserted into the selected cell.3. Insert Timestamp Automatically While Entering Data In Different ColumnThis method will enable the insertion of the timestamp in a column while entering data into another column. For example, consider two columns A and B in your worksheet. While you enter data in a cell of column A, the current date and time in the corresponding cell in Column B will get updated automatically.Follow the below steps to implement the same:Click File -> Options and the Excel Options dialogue box will appear. Now from the left pane, select the Formulas option. You will see Enable interactive calculation in the right pane below Calculation options. Check this option and select OK.In this next adjoining column (say column B), enter this formula: =IF(A1"",IF(B1"",B1,NOW()),"")Drag and select cells to auto-fill the formula.You can also customize the format of the date and time. To do this, right-click on the selected formula cells, go to the context menu, and select Format Cells. You will see the Format cells dialogue box. Go to the bottom and select Custom. In the right pane select the suitable format for your cells.Now when you enter the data in a column, you will get the date and time in your chosen format in the adjoining cell.4. Using VBA To Insert Timestamp Automatically While Entering Data In a Different ColumnIf you are familiar with working on VBA, then there is another method for you to automatically insert the timestamp in your excel sheet using VBA.Follow the below steps to implement the same:To open Microsoft Visual Basic for Applications, press Alt + F11. The VBA window will open. Now go to Insert and select the Module to open a blank module.Now, add the code given below to your blank module and save the code.Function MyTimestamp(Reference As Range) If Reference.Value "" Then MyTimestamp = Format(Now, "dd-mm-yyyy hh:mm:ss") Else MyTimestamp = "" End If End FunctionGo back to your worksheet and type the below formula in your cell in which you want to insert timestamp.A is the column for inserting entries of data. B is corresponding column, into which the date and timestamp will be updated. Type the below formula into B1 cell: =MyTimestamp(A1)Now, if you insert the entry in a column, you will get the date and time in the adjoining cell automatically. See all How-To Articles This tutorial demonstrates how to insert a timestamp in Excel and Google Sheets. There are several ways you can insert a date and/or time into Excel depending on what you want the timestamp to record and depending on if you want the data to change automatically when Excel is opened to the current date and/or time, or keep the timestamp you previously created. Create a Dynamic Timestamp A dynamic timestamp will change each time you open the Excel file. There are two functions that can be used to do this, namely the NOW and TODAY Functions. NOW The NOW Function puts the current date and time into your Excel file. Select the cell where you wish the date and time to show and type: =NOW() Then press Enter. TODAY The TODAY Function puts the current date into your Excel file. Select the cell where you wish the date to show and type: =TODAY() Then press Enter. Note: You need empty parentheses at the end of both NOW and TODAY; they are Excel functions that do not take any arguments. Create a Static Timestamp Entering a static timestamp into Excel means that when the file is next opened, the date and/or time will not update. To insert the current date into a cell, select the cell where you wish the date to go. Using the keyboard, press and hold the CTRL key and press the semicolon (;) key. To insert the current time into a cell, select the cell where you wish the date to go. Using the keyboard, press and hold SHIFT and CTRL and press semicolon (;). (Shift Semicolon is the same as a colon.) To insert the current date and time into a cell, select the cell where you want the date and time to go. First, insert the date using CTRL + ;. Then, click in the formula bar to insert the time using CTRL + SHIFT + ; and press ENTER. While the date and time will show in the formula bar, the cell itself will only be formatted to show the date. To format the cell to show the date and time, in the Ribbon, select Home > Number > Custom. Type in the format you want and click OK. Create a Timestamp with VBA You can also insert a timestamp in Excel using VBA code. The code below inserts a dynamic timestamp into the selected cell. Sub InsertDynamicTimeStamp Activecell = "=Now()" End Sub The code below inserts a static timestamp into the selected cell. Sub InsertStaticTimeStamp Activecell = Now() End Sub Note: When using VBA to insert a dynamic timestamp, the NOW Function including an equal sign needs to be contained within quotation marks, as the actual function is inserted into the Excel cell. The static timestamp uses the VBA NOW() function to insert the value into the selected cell. Insert Timestamp in Google Sheets You can also use the NOW and TODAY Functions to insert dynamic timestamps into your Google sheet. For static timestamps, you can also use CTRL + ; and CTRL + : to insert the date or time. However, Google Sheets has a keyboard shortcut that Excel doesn't – CTRL + ALT + SHIFT + ; (Control Alt Shift Semicolon). This inserts a static date and time into the selected cell. See all How-To Articles Insert the current date and time into an Excel spreadsheet For anyone working as a financial analyst, it can be useful to insert the current time and date[1] into an Excel spreadsheet. This guide will break down how the Excel current date and time function works and outline situations where it will be helpful in your analysis. Excel current date and time formulas (dynamic) There are two formulas to use, depending on what type of information you're looking to insert in your spreadsheet. Note: These are dynamic formulas and will update whenever a spreadsheet is opened. Current date formula: =TODAY() Current time formula: =NOW() Excel current date and time example Let's look at a real example in an Excel spreadsheet of how these two formulas work. In the screenshot below, you can clearly see how each works and what the corresponding output is. For example, if, at the time of creating the formula, it's May 24, 2018 at 1:36 p.m., then the following information will appear in your spreadsheet. NOTE: Excel uses a 24-hour clock when it outputs the time. As you can see, the =TODAY() formula only includes the day, month and year. The =NOW() function displays more information, showing the day, month, year, hour and minutes (using a 24-hour clock). Excel current date and time formulas (static) You may not always want the figures in the file to update every time you open the file. If this is the case, then you'll want to insert a static version of the formulas. Static formulas are: "Ctrl + ;" – inserts the date (Windows) "Ctrl + Shift + ;" – inserts the date and time (Windows) "COMMAND + ;" (Mac) Why insert current date and time in Excel? There are many reasons you may want to display the current date and time in Excel. Let's say that you want users to have the current time displayed on a cover page every time you print off a financial model. Reasons to include time and date include: Creating an activity log On a cover page When printing a document For version control When showing time-sensitive information When discounting cash flows to the present (Net Present Value and XNPV function) How to change the date and time formatting You may wish to change the format of date or time displayed in the spreadsheet. In order to do this, press F1 (or right-click on the cell and click Format Cells). Once you see the Format Cells box appear on the screen, you can click on Number and then select Date or Time and choose the formatting you want to appear in your spreadsheet. Applications in financial modeling The Excel current time and date function is very useful in performing financial analysis, as time is a critical factor in financial modeling and valuation. The most important use is in discounting cash flows and ensuring that the net present value date is correct. You may wish to use a static or dynamic version of the formulas shown in this article, depending on the analysis being performed. Image from CFI's financial modeling courses. Additional Resources Thank you for reading CFI's guide on inserting the current date and time in Excel. To continue your development as a world-class financial analyst, these additional CFI resources will be helpful: Article Sources

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