



Working with Dates and the DAYS Function

Quick Reference Guide



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This guide will help you efficiently format, manage and manipulate date data, enabling you to calculate the number of days between two dates with ease. Whether you're tracking project timelines or analysing historical data, mastering these tools will enhance your productivity and accuracy in Excel.

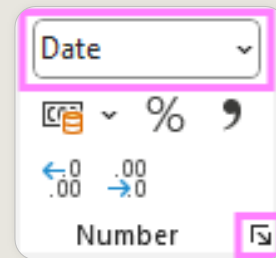
Formatting Dates

When working with dates in Excel, it is important that the cells are formatted correctly, especially when using them for calculations.

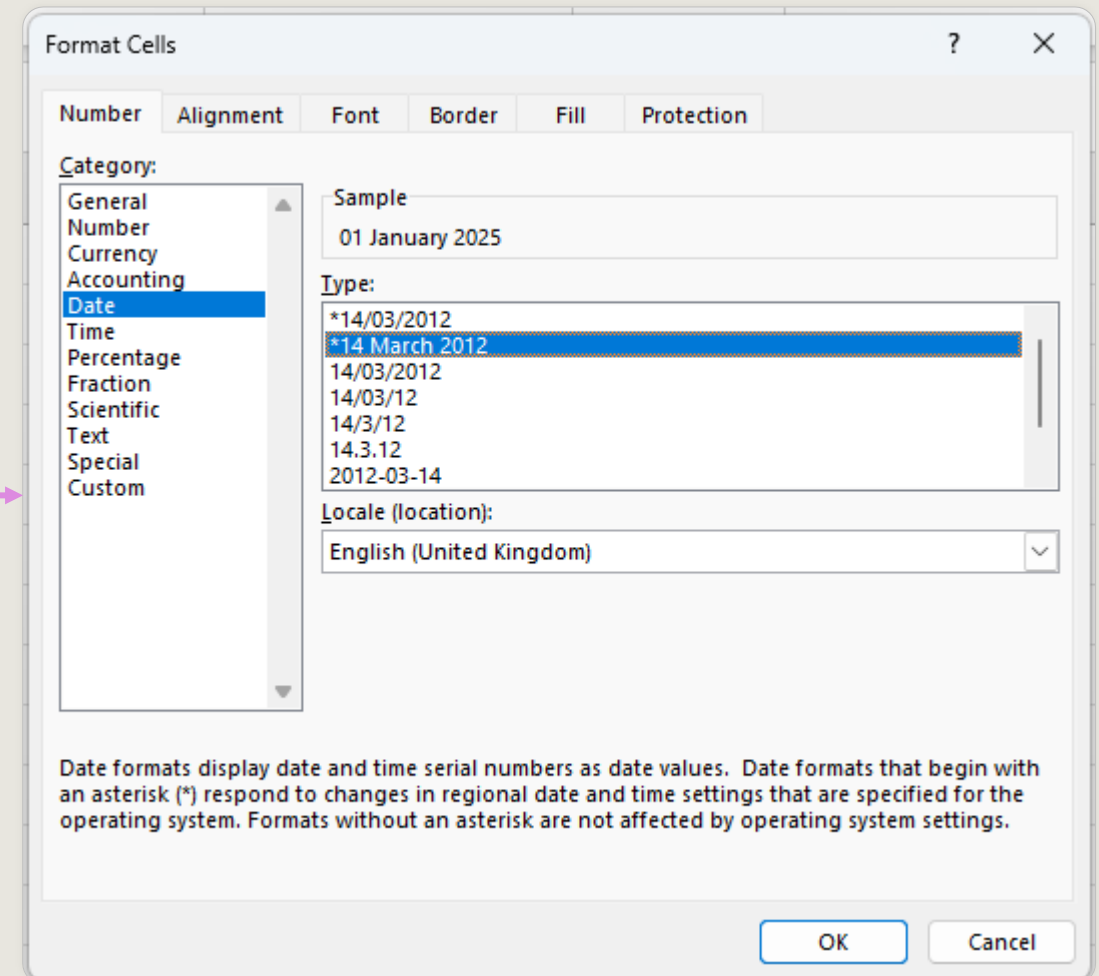
Select your chosen cell range, columns or rows of cells you wish to format.

Then, either **right click** within your selection & choose **Format Cells...**

Or, go to the formatting dropdown in the **home tab** at the top of the screen, here you can select Short or Long Date. Alternatively, click the small arrow in the bottom right to access the Formatting popup box.



Here you can select the Category (ie. "Date") and Type (e.g. Short format, Long format, YYYY-MM-DD, etc) along with tabs for formatting cell Alignment, Font, Border, Fill and Protection (for locking/hiding cells).



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DAYS Function

Using the **DAYS** Function will allow you to calculate the number of days between 2 dates*.

Select the cell you wish to see the result in.

Type “=DAYS(“ then click on the cell containing your End date followed by a comma, then your Start date and close brackets.

In the example below, the completed formula would be:

=DAYS(B2,A2)

	A	B	C
1	Start Date	End Date	Number of Days
2	03/03/2025	17/03/2025	=DAYS(B2,A2)
3			DAYS(end_date, start_date)

	A	B	C
1	Start Date	End Date	Number of Days
2	03/03/2025	17/03/2025	14

***Note:** DAYS counts the number of days between the dates, NETWORKDAYS includes both the start and end dates so if you were to use the 2 functions across the same dates, NETWORKDAYS would calculate 1 more days, if you wish to not count the start date, add -1 after your calculation i.e. =NETWORKDAYS(A2,B2,G1:G8)-1

Replace the start date with TODAY() to calculate the number of days remaining until your End/Due date, in the below example, the date today is 17/4/25:

=DAYS(A2,TODAY())

B2		: X ✓ fx		=DAYS(A2,TODAY())	
	A		B		
1	Due Date		Days Remaining		
2	19/04/2025		2		

NETWORKDAYS Function

Use the **NETWORKDAYS** Function to calculate the number of Workdays between 2 dates*.

Select the cell you wish to see the result in.

Type “=NETWORKDAYS(“ then click on the cell containing your Start date followed by a comma, then your End date another comma and then (optionally) a cell range containing any bank/national holidays to exclude those from your calculation and close brackets.

In the example below, the completed formula would be (cells G1 to G8 contain the 2025 bank holidays):

=NETWORKDAYS(A2,B2,G1:G8)

C2		: X ✓ fx		=NETWORKDAYS(A2,B2,E1:E8)	
	A		B		C
1	Request Date		Completion Date		Number of Workdays
2	03/03/2025		07/03/2025		5