

## Date Functions

In this guide you will learn how to extract day, weekday, month, year and fiscal year information from a date in the dataset provided. The dataset lists the date when each country was admitted as a member state of the United Nations.

Member state	Date of admission
Afghanistan	11/19/1946
Albania	12/14/1955
Algeria	10/8/1962
Andorra	7/28/1993
Angola	12/1/1976
Antigua and Barbuda	11/11/1981
Argentina	10/24/1945
Armenia	3/2/1992
Australia	11/1/1945

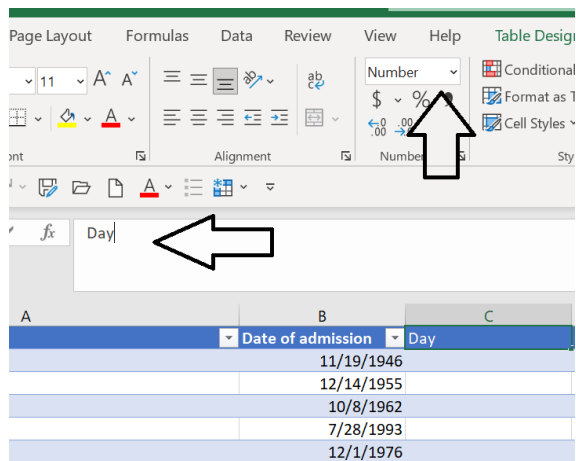
To find the day, weekday, month, year and fiscal year, we will need to create a new column in our table in order to have a place to put the information.

Right Click column C and select “Insert”

Member state	Date of admission	Original
Afghanistan	11/19/1946	No
Albania	12/14/1955	No
Algeria	10/8/1962	No
Andorra	7/28/1993	No
Angola	12/1/1976	No
Antigua and Barbuda	11/11/1981	No
Argentina	10/24/1945	Yes
Armenia	3/2/1992	No
Australia	11/1/1945	Yes
Austria	12/14/1955	No
Azerbaijan	3/2/1992	No
Bahamas	9/18/1973	No
Bahrain	9/21/1971	No

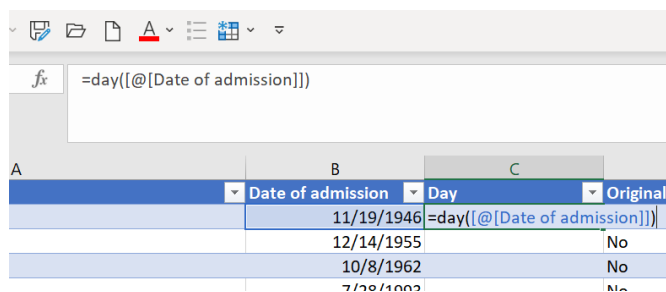
**Day:**

Once inserted, label the new column, “Day”. Ensure the formatting of the column is a number (e.g. in the first row, we are expecting to extract the number 19).

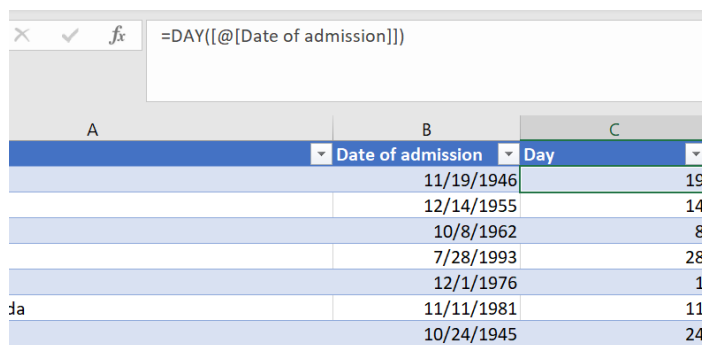


You can type the formula for “Day” directly into the cell:

=Day(Click on the date of admission cell B2 and it will automatically display in the ribbon as `[@[Date of admission]]` + end the parenthesis) + Enter



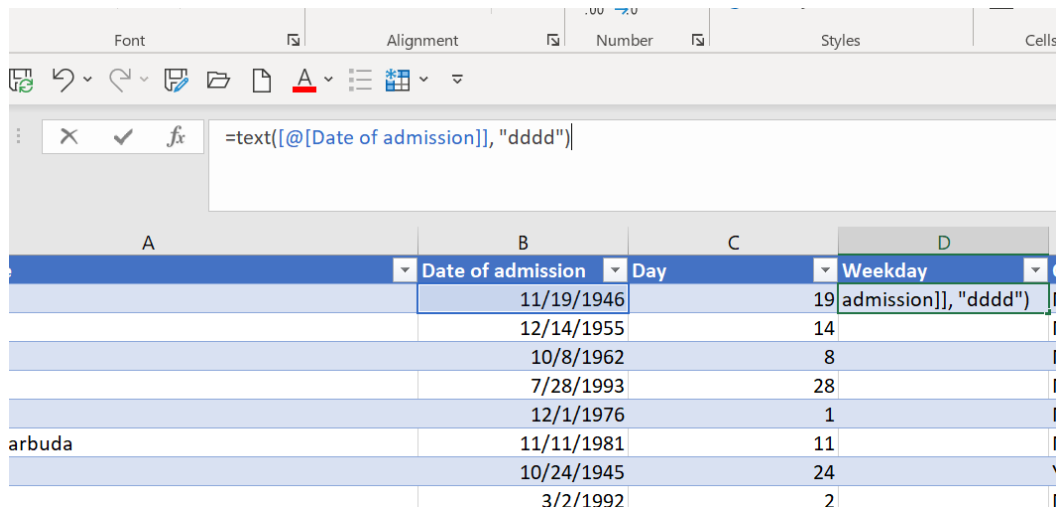
Because the data set appears in a table format, the function will automatically calculate for each row within the table:



### Weekday:

Insert a new column and label the column “Weekday”

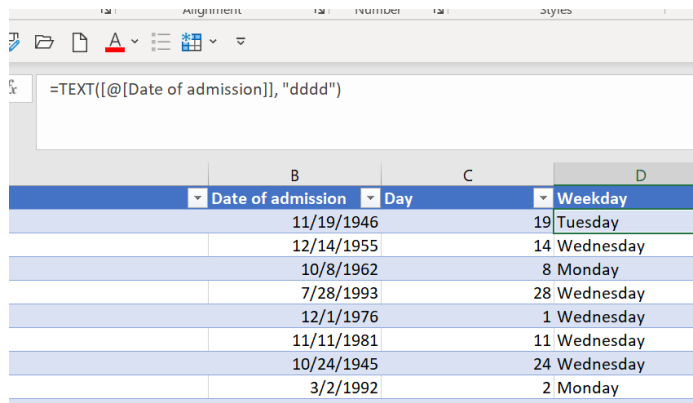
In the function box, type =text(Click on the date of admission in B2 and it will automatically display as `[@[Date of admission]]`, “dddd”) + Enter



The screenshot shows an Excel spreadsheet with a table. The formula bar at the top displays the formula `=text([@[Date of admission]], "ddd")`. The table has three columns: 'Date of admission', 'Day', and 'Weekday'. The data rows are as follows:

	Date of admission	Day	Weekday
	11/19/1946	19	
	12/14/1955	14	
	10/8/1962	8	
	7/28/1993	28	
	12/1/1976	1	
arbuda	11/11/1981	11	
	10/24/1945	24	
	3/2/1992	2	

Because this is a table, all of the values will be filled with the weekday:



The screenshot shows the same Excel spreadsheet, but now the 'Weekday' column is populated with the names of the days of the week. The formula bar still shows `=TEXT([@[Date of admission]], "ddd")`.

	Date of admission	Day	Weekday
	11/19/1946	19	Tuesday
	12/14/1955	14	Wednesday
	10/8/1962	8	Monday
	7/28/1993	28	Wednesday
	12/1/1976	1	Wednesday
	11/11/1981	11	Wednesday
	10/24/1945	24	Wednesday
	3/2/1992	2	Monday

## Month:

Insert a new column and label it month. There are two formulas that will display month- one with the numeric value, and one with the month name.

For Month Name, type in the formula bar within the cell:

`=text([@[Date of admission]], "mmmm") + Enter`

Formula bar: `=TEXT([@[Date of admission]], "mmmm")`

A	B	E
	Date of admission	Month Name
	11/19/1946	November
	12/14/1955	December
	10/8/1962	October
	7/28/1993	July
	12/1/1976	December
da	11/11/1981	November
	10/24/1945	October

For Month Number, type in the formula bar within the cell:

`=text([@[Date of admission]], "mm") + Enter`

Formula bar: `=TEXT([@[Date of admission]], "mm")`

A	B	E
	Date of admission	Month Number
	11/19/1946	11
	12/14/1955	12
	10/8/1962	10
	7/28/1993	07
	12/1/1976	12
da	11/11/1981	11
	10/24/1945	10
	3/2/1992	03

### Year:

Insert a new column and label the column, "Year". Enter the following in the function bar:

`=YEAR([@[Date of admission]])`

It will automatically populate the value throughout the table

Formula bar: `=YEAR([@[Date of admission]])`

	B	E
	Date of admission	Year
	11/19/1946	1946
	12/14/1955	1955
	10/8/1962	1962
	7/28/1993	1993
	12/1/1976	1976
	11/11/1981	1981
	10/24/1945	1945

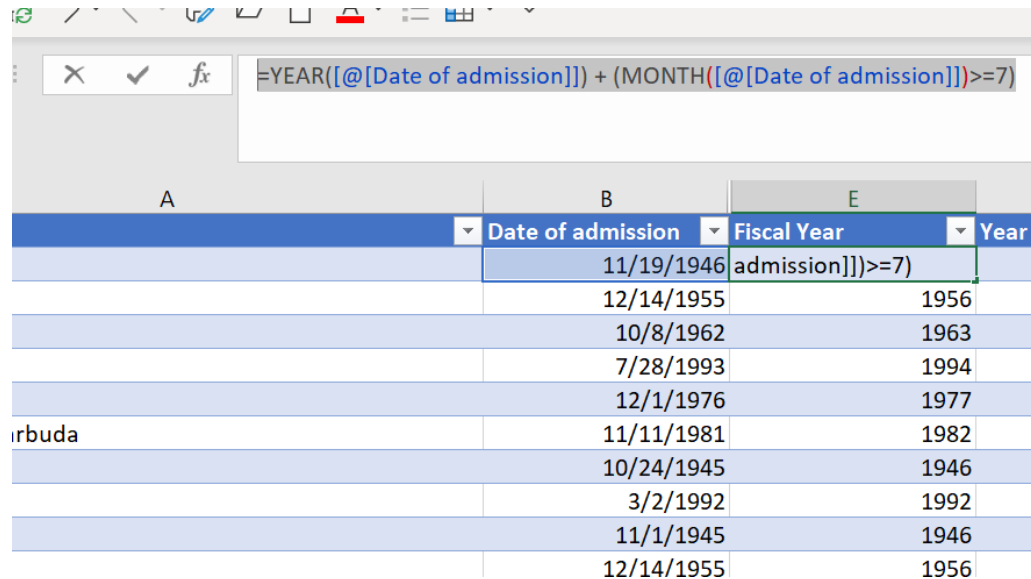
### Fiscal Year

Insert a new column and label it Fiscal Year. Make sure the column format is set to Number (follow the instructions in the Day section above).

The fiscal year calculates based on the numeric value of the month of the start of your fiscal year. If your fiscal year runs 7/1/23-6/30/24, then you will use a 7 in the formula below.

Enter the following into the function bar:

=YEAR([@[Date of admission]]) + (MONTH([@[Date of admission]])>=7)



A	B	E	Year
	11/19/1946	admission]])>=7)	
	12/14/1955		1956
	10/8/1962		1963
	7/28/1993		1994
	12/1/1976		1977
rbuda	11/11/1981		1982
	10/24/1945		1946
	3/2/1992		1992
	11/1/1945		1946
	12/14/1955		1956