T47

Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to add both the date and time in Excel 365 that will automatically update. Let's get started.

Home と Insert の間のタブが並ぶExcelのリボンインターフェース。

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Help

If you want to add just the date, choose the cell that you want the date to be located.

In the formula bar, type in =TODAY()

2/8/2023

Hit enter, and Excel will automatically insert today's date into the cell that you have chosen. This date will update automatically each time you open your workbook.

To add both the date and time, choose the cell that you want the date and time to be located.

Calibri   11

AutoSum

Wrap Text

General

Conditional Formatting   Format as Table   Cell Styles

Insert   Delete   Format

Fill

Clear

Sort & Filter   Find & Select   Analyze Data

B   I   U

Merge & Center

$ %

Undo   Clipboard   Font   Alignment   Number   Styles   Cells   Editing   Analysis

SUM   ✕ ✓ fx   =NOW()

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1																							
2																							
3																							
4																							
5				2/8/2023			=NOW()																
6																							
7																							

In the formula bar, type in =NOW()

Sheet1

Edit   Accessibility: Good to go   100%

Hit enter, and Excel will automatically insert today's date and the current time into the cell that you have chosen. This date and time will update automatically each time you open your workbook.

Q32

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1																							
2																							
3																							
4																							
5				2/8/2023			2/8/2023 19:49																

By pressing Control R, the time will update to the current time.

Sheet1

			2/8/2023			2/8/2023 19:49

That's it for today's how to video. If you enjoyed today's video, please give it a thumbs up and Subscribe so You don't miss any of our future videos. Thanks for watching and have a great day.

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