

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

T47

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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.

Clipboard: Undo, Paste, Copy, Cut, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Face, Font Size, Increase/Decrease Font Size, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Face, Font Size, Increase/Decrease Font Size

Alignment: Wrap Text, Merge & Center, Left, Center, Right, Justify, Indent Left, Indent Right, Decrease Indent, Increase Indent

Number: General, Currency, Percentage, Thousands Separator, Fraction, Decimals, Increase/Decrease Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

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



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N31

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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.



Clipboard: Undo, Paste, Copy, Cut, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency (\$), Percentage (%), Thousands Separator (comma), Decimals (0, .00, .000)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

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

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Font Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals, Fractions

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

SUM : X ✓ fx =NOW()

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In the formula bar, type in =NOW()

File Home Insert Page Layout Formulas Data Review View Developer Help

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Undo Paste Clipboard Font Alignment Number Styles Cells Editing Analysis

Q32

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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.

Clipboard: Undo, Paste, Copy, Cut, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

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



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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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