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Excel - Calculating Dates

Using Excel is a great way to keep track of schedules, calendars or dates of key events. It also works wonderfully for calculating the difference of time between dates, hours, minutes or even seconds. By using simple calculations you can create a calendar or list of dates – no need to enter dates manually. You can even use a function to calculate the number of work days between two dates.

I use dates and formulas frequently for a variety of applications – to calculate client time lines, track register receipts for a client's store or create a custom calendar to track my social media activities and bills.

Here are a couple of basic calculations and a date neat function that you can play with:

Date	Formula	Result	What it does	SAMPLES				
11/14/2013	=A2+1	11/15/2013	Add a day	11/15/2013	11/16/2013	11/17/2013	11/18/2013	11/19/2013
11/14/2013	=A2+7	11/21/2013	Add a week	11/21/2013	11/28/2013	12/5/2013	12/12/2013	12/19/2013

Daily calculation – add one day to the previous date

=A2 + 1

Weekly calculation - add 7 days to the previous date

=A3 + 7

Start_date	End_date	Formula	Result	What it does
11/14/2013	12/1/2014	=B6-A6	382	Days between dates
11/14/2013	12/15/2013	=NETWORKDAYS(A7,B7,1)	22	Workdays (minus a holiday) between dates

Days between dates – calculate the number of days between two dates

=Beginning date – Ending date

Workdays between dates (only in 2007 and above) – calculate the number of work days between two dates, with or without holidays considered

=Networkdays(Start_date, End_date, Holidays)

- Start_date - (required) the start date of your time period. The date can be entered manually or by using a cell reference (+a7).
- End_date - (required) the end date of your time period. The date can be entered manually or by using a cell reference (+b7).
- Holidays - (optional) one or more additional dates that are excluded from the total number of working days. The holidays can be referenced or you can put in a number to represent the number of holidays.

There are so many other ways to work and show dates, I have only begun to touch on the subject. If you want to know more about how to work with dates and functions, contact me at info@aapk.com and I will write more articles about these options.

If you need help with an MS Office project contact me at info@aapk.com. I have a lot of experience with PowerPoint, Word, Excel and other MS Office products.

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- Social Media Marketing
- Creative Marketing Ideas

FaceBook: An Auto Shop Attracts Female Fans

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Find out how a small auto repair shop in Minneapolis grew their Facebook page to have over 60% female fans. The shop owner valued the personal relationships he had with customers and used that to his advantage. Along with a consultant they experimented with a variety of approaches until they hit on one that promotes customer relationships.

Read the article [here from Social Media Examiner](#) that explains how he did it. This is a great example of thinking out of the box to use Facebook to create customers for a business that you might not expect would benefit from a Facebook campaign.

If you need creative ideas on how to use social marketing to promote your business contact me at info@aapk.com

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