


Excel Tips July 2021

To find the Excel file for this document go to [EXCEL TIPS PAGE UNDER JULY 2021](#)

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	PAGE
1 Where is the Clipboard?	2
2 Windows  (logo key) + V	3
3 How old are they?	4
4 Add Hours, Minutes and Seconds	4
5 Insert Hyperlink	5

1 WHERE IS THE CLIPBOARD?

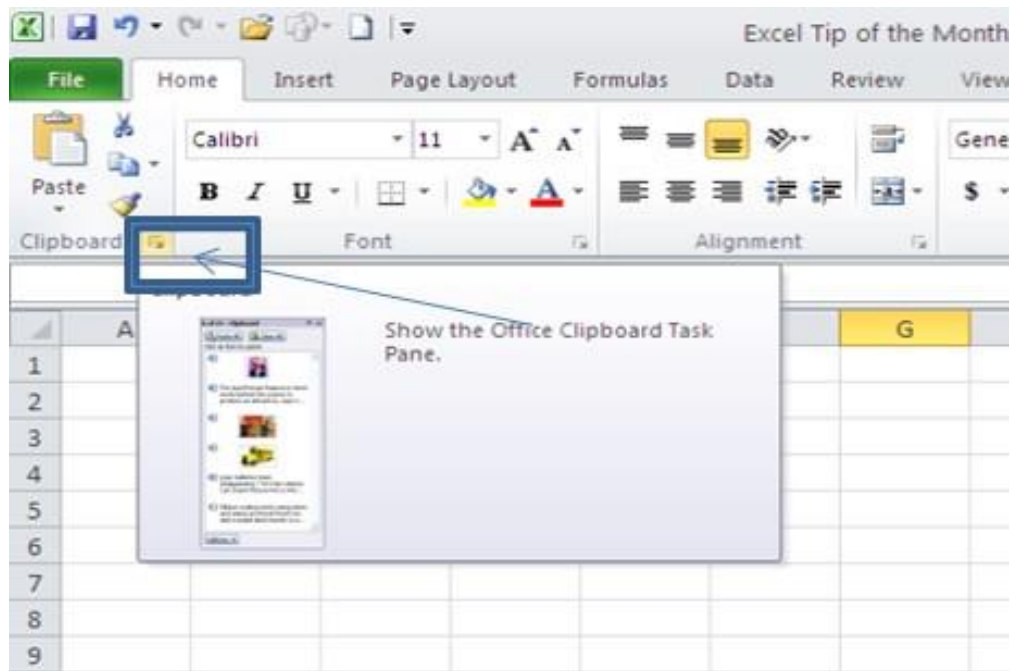
For full view of Excel Clipboard, use the following

Click the Home Ribbon

Go-to the Clipboard group at the far left of the Ribbon

There is a small arrow at the lower right corner in Clipboard group,

Click this arrow, and the clipboard will show up on the left.



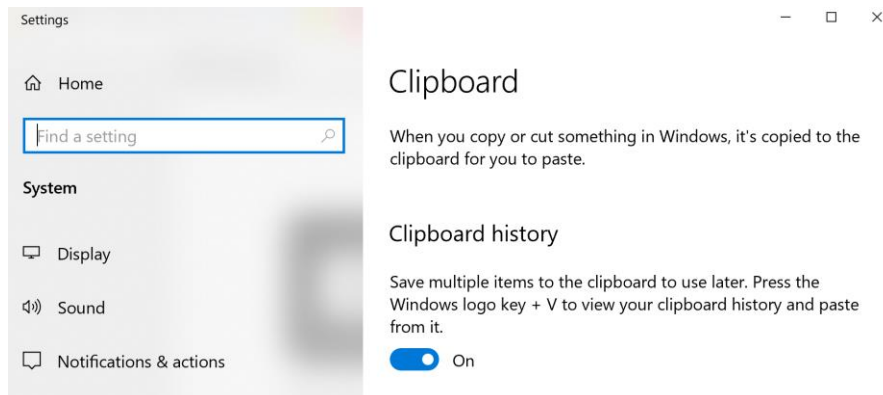
2 WINDOWS (LOGO KEY) + V

When you use the Windows + V shortcut you can choose to paste anything saved to the clipboard since you turned on your computer. You can pin any of these items (right click and choose pin) so that it stays on the list even if you turned you system off.



You will have to activate this feature the first time you use it.

To activate this shortcut, select Start > Settings > System > Clipboard, and turn on the toggle under Clipboard history.



3 HOW OLD ARE THEY?

Use the date-difference.

The "Y" means Years =DATEDIF(B1,TODAY(),"Y").

Y The number of complete years in the period.

M The number of complete months in the period.

D The number of days in the period.

	A	B	C	D
1	ID	Date of Birth	Calculated age	
2	10357	1/1/1979	42	=DATEDIF(B2,TODAY(),"Y")
3	10096	9/19/1984	36	
4	10592	11/13/2000	20	
5	10769	1/18/1987	34	
6	10829	5/24/1999	22	
7	10771	9/8/2005	15	
8	10498	6/24/1997	24	

4 ADD HOURS, MINUTES AND SECONDS

If you have a list of dates and times in a worksheet and you want to add the hours/minutes/seconds to these cells.

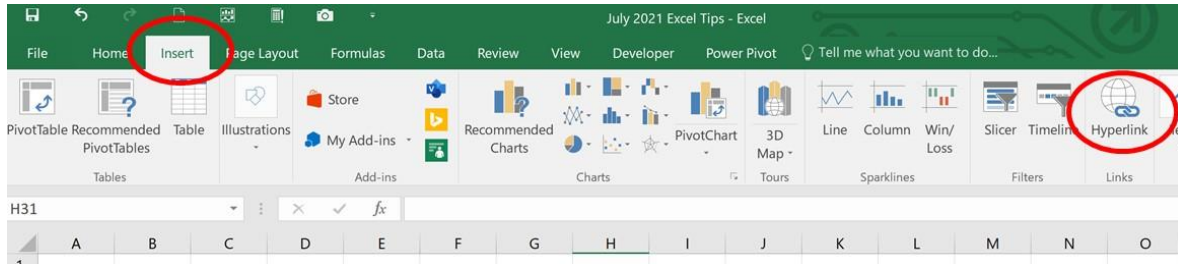
For a day, add 1, for an hour add 1/24, for a minute add 1/1440 and for a second add 1/86400.

B	C	D	E	F
Original	Add a Day	Add an Hour	Add a Minute	Add a second
7/23/2021 14:10:00	7/24/2021 14:10:00	7/23/2021 15:10:00	7/23/2021 14:11:00	7/23/2021 14:10:01
	=B3+1	=B3+1/24	=B3+1/1440	=B3+1/86400

5 INSERT HYPERLINK

You can insert a link to the same file/document or to a different file or document.

Either use a shortcut CTRL+K (Mac CMD+K) or use the Insert>Hyperlink



Choose you options:

