

Excel Tips July 2024

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To download the Excel file for these tips, go to <https://isaacgottlieb.com/excel-tips/>

1. Elapsed number of hours

When you subtract two different dates and times you should get the number of hours between them. The hours are expressed as a fraction of a day formatted as hours. If you have 1/4 of a day and you format it as hours you should get 6:00:00 AM.

When you have more than 24 hours you have to format it to make sure it shows it correctly. 6:00:00 AM.

1.25 is one day and a 1/4. It is 30 hours. If you do not format it correctly is will show up as

To format hours that are more that a day use Special Format [h]:mm:ss.

1	A	B	C	D	E	F	G	H	I	J	K
	Date from	Time from	Date from -plus- Time from	Date to	Time to	Date to -plus- Time to	Elapsed Hours				
2	6/14/2022	17:30:00	6/14/2022 17:30	6/15/2022	6:06:00	6/15/2022 6:06	12:36:00				
3	6/15/2022	17:00:00	6/15/2022 17:00	6/15/2022	23:06:00	6/15/2022 23:06	6:06:00				
4	6/14/2022	5:38:00	6/14/2022 5:38	6/15/2022	17:05:00	6/15/2022 17:05	35:27:00				
5	6/15/2022	18:43:00	6/15/2022 18:43	6/15/2022	21:15:00	6/15/2022 21:15	2:32:00				
6	6/12/2022	17:43:00	6/12/2022 17:43	6/15/2022	14:02:00	6/15/2022 14:02	68:19:00				
7			=B6+C6			=E6+F6					
8							=G6-D6				
9											
10			Format: m/d/yyyy h:mm								

2. Add or subtract hours and minutes

Since days in Excel are integers numbers, hours are 1/24 of a day and minutes are 1/24/60 (1/1440) of a day.

If you have a time in hours in cell A6, subtracting two (2) hours should read:

$$=A6-(2/24)$$

Adding seven (7) hours and 35 minutes (7:35) should read:

$$=A6+7/24 +35/(24*60)$$

	A	B	C	D	E
1	Hours	Hours minus 2:00 hours	Hours plus 7:00 hours and 35 minutes		
2	12:36:00	10:36:00	20:11:00		
3	6:06:00	4:06:00	13:41:00		
4	35:27:00	33:27:00	43:02:00		
5	2:32:00	0:32:00	10:07:00		
6	68:19:00	66:19:00	75:54:00		
7					
8		=A6-(2/24)	=A6+7/24 +35/(24*60)		
9					
10			7:00 hours and 35 minutes		
11		2 hours = 2/24			
12					
13					
14					
15					
16					
17					

3. Show Drop-Down List

using ALT + Down arrow.

You can display the AutoComplete list by pressing ALT + Down arrow

Use the arrow and enter to navigate and select.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
5	Vincenzo													
6	Ye													
7	Brad													
8	Greg													
9	Jaime													
10	Lei													
11	Ivana													
12	Wei-Ta													
13	Brad													
14	Jaime													
15	Lei													
16	Ivana													
17														
18														
19														
20														
21														
22														

4. TEXT & Time or Date Displayed

The TEXT function converts a numeric value to text and lets you format it as a string

If A1 has 23.5

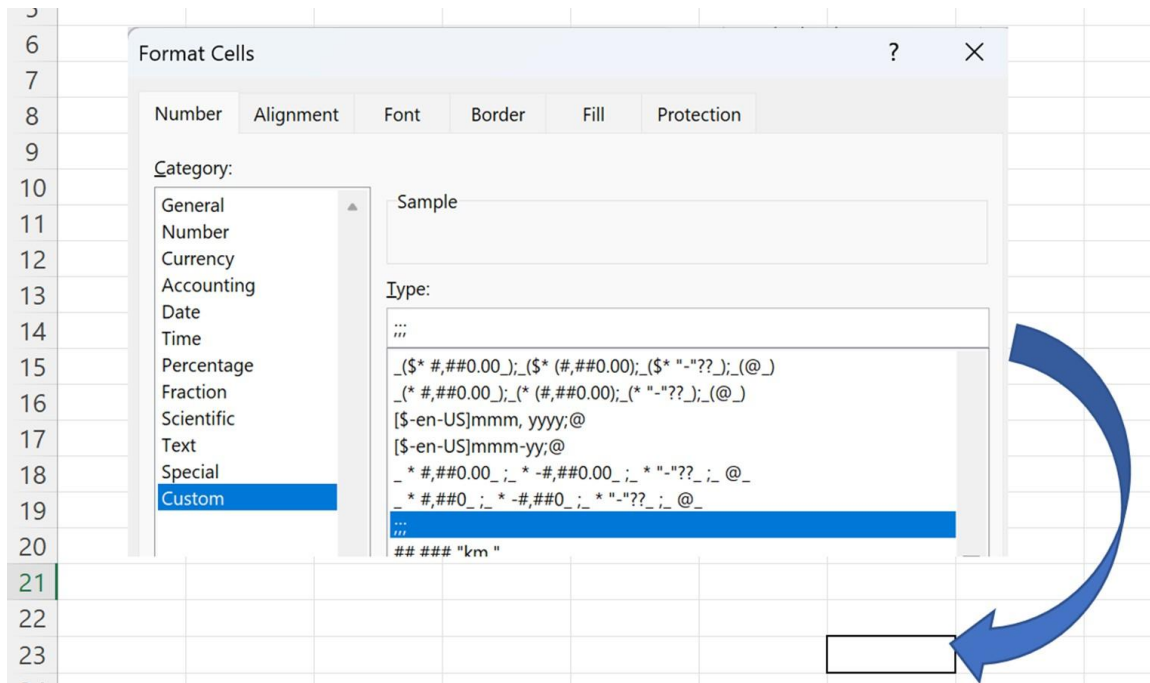
=TEXT(A1,"\$0.00") displays \$23.50

The same way you can display time or dates.

	A	B	C	D	E	F
1						
2						
3	= "Today is "&TEXT(TODAY()),"dddd, mmmm, d, yyyy")	Today is Sunday, July, 21, 2024		7/21/2024	=TODAY()	
4	= "The time is "&TEXT(NOW()),"[\$-F400]h:mm:ss AM/PM")	The time is 10:26:51 AM		10:26:51 AM	=NOW()	
5						

5. Hide Cell Contents

To hide the contents of a cell use Custom Format ;;;



6. Show or Display Units

Use the Custom Format. 1245 with the format ###,### "km." will be 1,245 km.

