Excel Tips December 2025

Contents

You can find the Excel files at https://isaacgottlieb.com/excel-tips/

1. Round to the next 15 minutes

The day format in Excel has a value of 1.00. For example, 12:00 PM is the middle of the day and if you format 12:00 PM as a number it will display 0.50. In the same way 6:00 AM will be 0.25 and 6:00 PM will be 0.75 representing ¾ of a day.

In the same way, one hour will 1/24 of a day. 15 minutes is 1 hour/4 = 1/96 of a day.

Rounding a number to the to the next 1/96 will be written as =ROUND(number*96,0)/96.

If you have a time is cell B2 – you will use =ROUND(B2*96,0)/96.

If you have an employee that worked 6:37 hours – you will round it to be 6:30

Using the formula on cell B2 it will result in 6:30.

		A	B	C	D	E	F
1			Time worked	**Undestanding time** **Part of the day**	**Rounded to** **1/4 hour**		
2		Employee 1	6:37	0.276	6:30	=ROUND(B2*96,0)/96	
3		Employee 2	8:11	0.341	8:15		
4		Employee 3	14:01	0.584	14:00		
5		Employee 4	8:13	0.343	8:15		
6		Employee 5	2:13	0.093	2:15		
7		Employee 6	11:49	0.493	11:45		
8		Employee 7	2:19	0.097	2:15		
9		Employee 8	0:56	0.039	1:00		
10		Employee 9	0:20	0.014	0:15		
11		Employee 10	7:25	0.309	7:30		
12		Employee 11	12:30	0.521	12:30		
13		Employee 12	7:09	0.298	7:15		
14		One Hour	1:00	0.04167	1:00		
15		One Hour	1:00	1/24	1:00		
16		Quarter hour	0:15	1/96	0:15		
17							

2. Format hours more than 1 day- over 24 hours

If you add hours worked per week - you will discover that the number of hours is accurate.

If an employee worked Monday through Friday 9:51, 4:23, 8:53, 6:57 and 6:53 hours adding these values in Excel will result in 12:59 hours – when the correct sum should be 36:59 hours.

To solve the problem, format the cells : use the format [h]:mm. (Square brackets [] around the h.

	A	B	C	D	E	F	G	H
1	Hours Worked							
2		Sun	Mon	Tue	Wed	Thu	Total Not Correct	Total Corrected
3	Employee 1	9:51	4:23	8:53	6:57	6:53	12:59	36:59
4	Employee 2	4:50	8:40	4:01	6:15	8:51	8:38	32:38
5	Employee 3	8:30	9:52	9:50	9:17	9:43	23:13	47:13
6	Employee 4	5:41	7:38	8:17	8:10	5:35	11:23	35:23
7	Employee 5	6:21	8:55	4:09	8:38	7:02	11:07	35:07
8	Employee 6	7:08	9:47	5:46	9:47	8:19	16:48	40:48
9	Employee 7	4:04	5:43	4:41	7:34	9:04	7:08	31:08
10	Employee 8	5:13	7:36	6:10	8:16	4:34	7:51	31:51
11	Employee 9	8:51	6:19	9:18	9:07	8:20	17:56	41:56
12	Employee 10	7:27	5:45	5:41	8:45	7:08	10:48	34:48
13	Employee 11	8:52	9:54	5:20	7:50	6:23	14:21	38:21
14	Employee 12	9:56	6:04	6:13	9:20	6:12	13:48	37:48
15								

Format Cells   ?   ×

Number Alignment Font Border Fill Protection

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

36:59

Type:

[h]:mm

```
_(* #,##0_);_(* (#,##0);_(* "-"_);_(@_)
_($* #,##0.00_);_($* (#,##0.00);_($* "-"??_);_(@_)
_(* #,##0.00_);_(* (#,##0.00);_(* "-"??_);_(@_)
[$-en-US]mmm, yyyy;@
[$-en-US]mmm-yy;@
_ * #,##0.00_;_ * -#,##0.00_;_ * "-"??_;_ @_
_ * #,##0_;_ * -#,##0_;_ * "-"??_;_ @_
_(* #,##0.000_);_(* (#,##0.000);_(* "-"??_);_(@_)
_(* #,##0.00000_);_(* (#,##0.00000);_(* "-"??_);_(@_)
h:mm
[h]:mm
```

## 3. Use the text above to enter more data- Data Entry

To save you time in data entry Use the text above to enter more data.

Using the list above use ALT+↓ (Alt+ Arrow Down) (It will not pick up the header (Name))
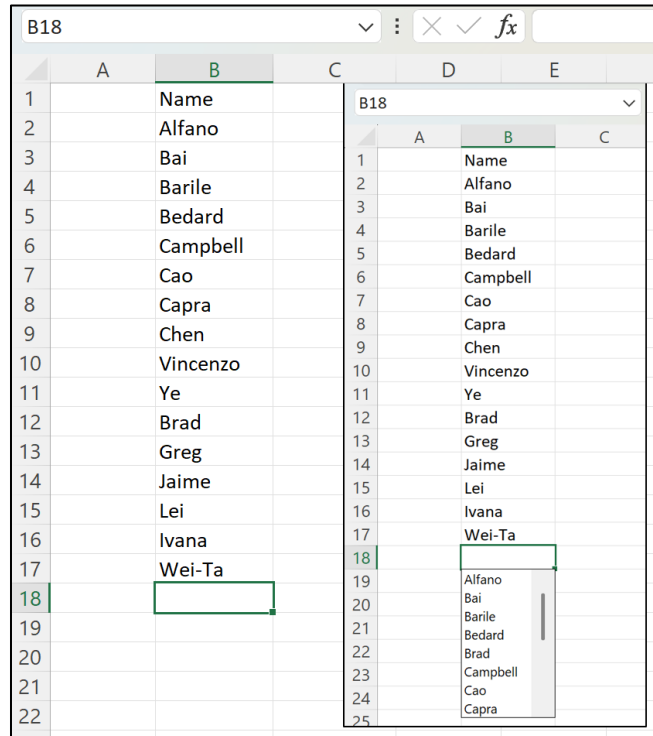

4. Three ways for Paste Special

1. Ribbon: Go to the Home tab > click the dropdown arrow under the Paste icon > select Paste Special.
2. Right-Click Menu: Right-click the destination cell, then select Paste Special from the context menu.
3. Ctrl+Alt+V – WILL Display Paste Special
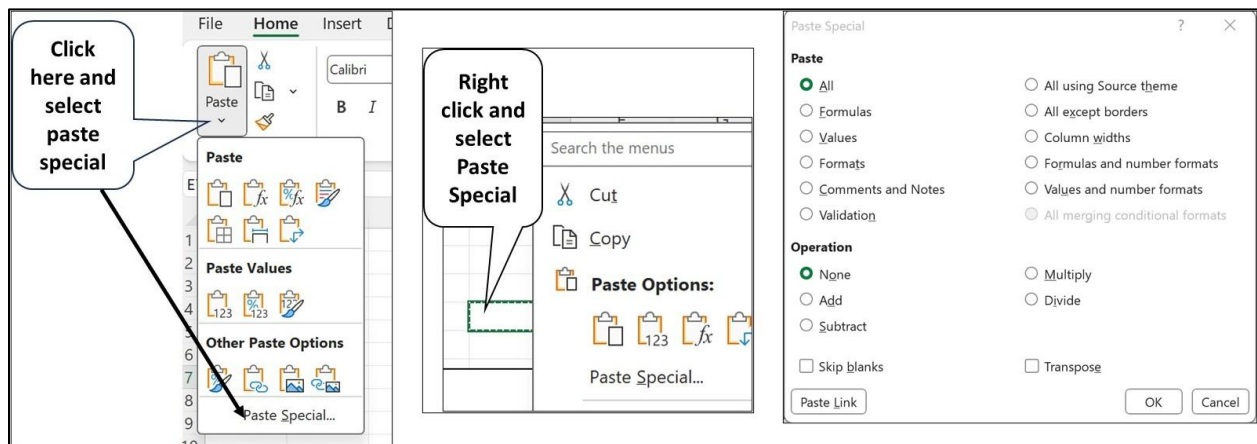
5. How to recover unsaved excel file?

open Excel and go to **File > Info > Manage Workbook > Recover Unsaved Workbooks**

Or use open>Recover Unsaved Workbooks
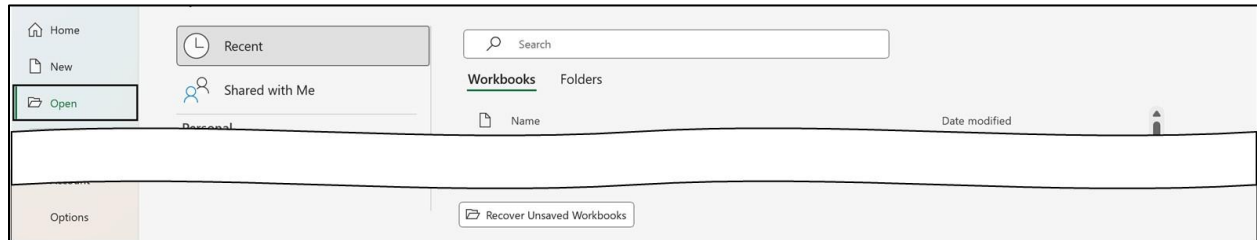
6. Adding a month and year column

If you have data and you need to get an extra column for month and year, if you use a pivot or other summation features like subtotal.

Use the =EOMONTH(A2,0) and you will be able to utilize it.