

Activity 11 - Working with Date and Time Functions

Before You Begin

The My Current Projects.xlsx workbook is open.

Scenario

Based on the excellent work you did to calculate employee bonuses, you have now been asked to calculate the number of work days between the start and end of a project, taking into account several seasonal shutdown days that will occur within the project dates. To do this, you will use the NETWORKDAYS function.

- 1) Enter the NETWORKDAYS function to calculate the total work days for the project.
 - a) Select the **Project Details** worksheet and verify that the project dates match the following:

	A	B
1	Project Information	
2		
3	Description	Date
4	Start date of project	7/19/2021
5	End date of project	12/22/2021
6	Seasonal Shut Down Day	7/30/2021
7	Seasonal Shut Down Day	8/13/2021
8	Seasonal Shut Down Day	8/27/2021
9	Total Work Days	

- b) Ensure that cell **B9** is selected.
- c) On the **Formula Bar**, select **Insert function**.
- d) In the **Insert Function** dialog box, from the **Or select a category** drop-down list, select the **Date & Time** category.
- e) From the **Select a function** list box, select the **NETWORKDAYS** function and select **OK**.
- f) In the **Start_date** text box, type or select cell **B4** and press **Tab**.
- g) In the **End_date** text box, select cell **B5** and press **Tab**.
- h) In the **Holidays** text box, select the range **B6:B8** and select **OK**.

Verify the total work days for the project.

	A	B	C	D	E
1	Project Information				
2					
3	Description	Date			
4	Start date of project	7/19/2021			
5	End date of project	12/22/2021			
6	Seasonal Shut Down Day	7/30/2021			
7	Seasonal Shut Down Day	8/13/2021			
8	Seasonal Shut Down Day	8/27/2021			
9	Total Work Days	110			

2) Save the workbook and keep the file open.