

Inserting Current date in Excel

When we operate a worksheet, we usually need to quickly insert some dates with specific date format in Excel. But it is troublesome for us to insert them manually.

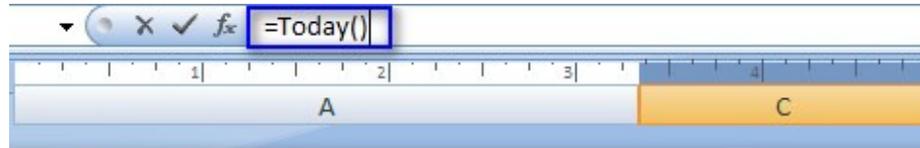
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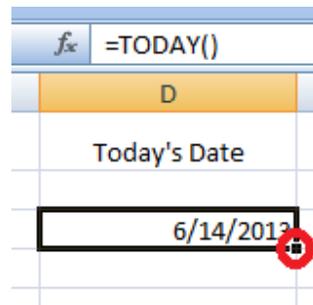
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Inserting Current Date in Excel

1. To enter a date that will update to the current date each time you reopen a worksheet or recalculate a formula, type =TODAY() in an empty cell, and then press ENTER.

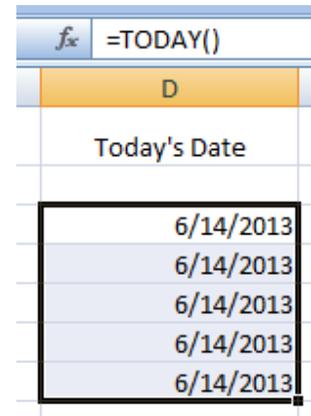
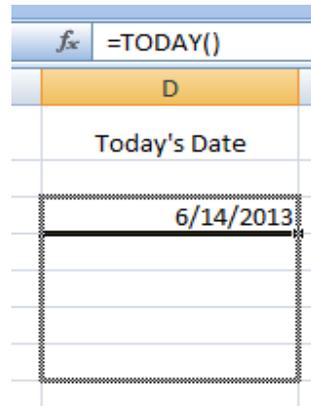


Company Name	Today's date
PC Connection , Inc.	=Today()



Note: Notice the same text will appear in the cell then Press Enter and the date today will displays.

2. The cell is surrounded by a dark outline Drag the lower right hand handle down to fill in current date in as many cells as you want.



Note: With this shortcut you can copy multiple entries in a column.

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