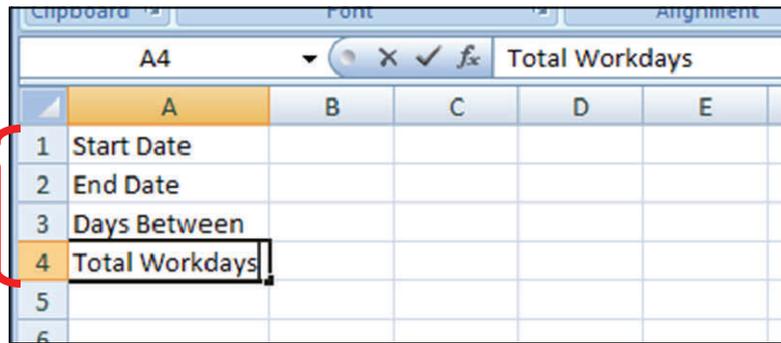


Calculate Workdays Between Two Dates

This Guide will show you how to calculate the number of inclusive workdays between two dates using Excel, as well as the total number of days between any two dates. You can easily save the Excel file and use this handy tool at any time. This can be a real time saver, and allow you to avoid having to count up days on a calendar.

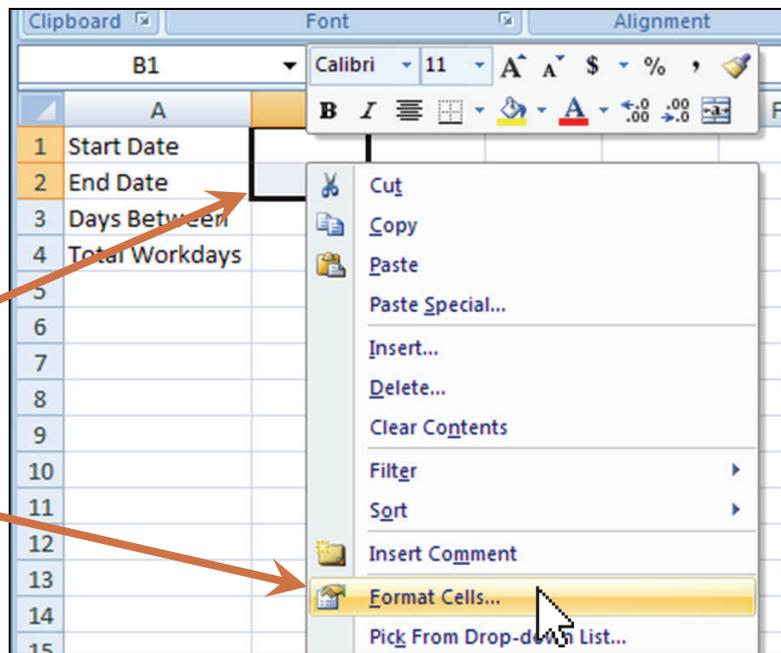
1.) I'll use the first column to indicate what information each row will contain, like this:

Column **B** will contain my initial date entries in the first two rows, and the answers I get to my queries in the next two.

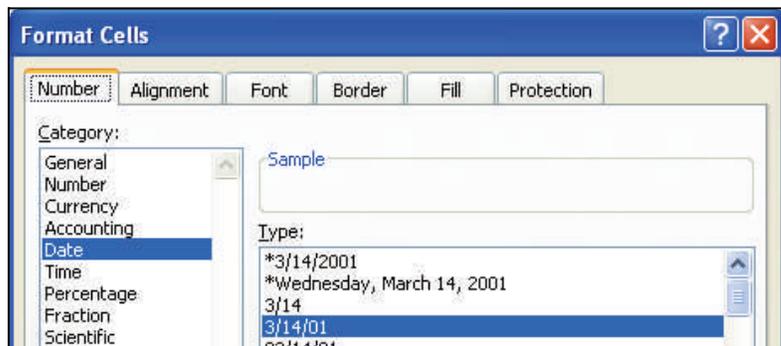


2.) I select cells **B1** and **B2** by clicking in one, and dragging my cursor to the other.

Then I right-click in them, and select "Format Cells" from the following drop-down menu.



3.) In the resulting dialog box, I select "Date" for the Number category of cells **B1** and **B2**, and pick a date format to use.



4.) I enter in **B3** the formula for the number of days between my Start and End dates. This gives me the number of days which must be added to the first date, to arrive at the second; i.e., the difference between the two.

A screenshot of an Excel spreadsheet. The formula bar at the top shows the formula `=B2-B1`. The spreadsheet has columns A through E and rows 1 through 5. Row 1: Start Date (column A), cell B is empty. Row 2: End Date (column A), cell B is empty. Row 3: Days Between (column A), cell B contains the formula `=B2-B1`. Row 4: Total Workdays (column A), cell B is empty. Row 5: (column A), cell B is empty.

5.) Now, in **B4**, I add the formula for the net number of workdays from my Start Date through the End Date.

NOTE: While the formula in 4. above yields a *difference* between dates, this formula for workdays will give an *inclusive*

figure — meaning it includes both ending and starting dates in the calculation. The standard formula included in Excel follows this convention because it’s commonly used to determine the total number of working days available for a given project, from the date work begins, through the last date work can be done.

A screenshot of an Excel spreadsheet. The formula bar at the top shows the formula `=NETWORKDAYS(B1,B2)`. The spreadsheet has columns A through E and rows 1 through 5. Row 1: Start Date (column A), cell B is empty. Row 2: End Date (column A), cell B is empty. Row 3: Days Between (column A), cell B contains the value 0. Row 4: Total Workdays (column A), cell B contains the formula `=NETWORKDAYS(B1,B2)`. Row 5: (column A), cell B is empty.

6.) Now that my formulae are in place, I can enter the beginning and ending dates of my time period in cells **B1** and **B2**, and the chart computes the number of days between those dates, and the net number of workdays included:

A screenshot of the final Excel spreadsheet. The data is as follows:

	A	B	C
1	Start Date	11/1/10	
2	End Date	1/7/11	
3	Days Between	67	
4	Total Workdays	50	
5			

The cells B3 and B4 are highlighted with a red border. An orange arrow points from the text "included:" to cell B4.

NOTE: Remember that this second formula only provides “weekdays,” defined as Monday through Friday of each week. It should not be confused with “working days”, as it makes no allowances for holidays. For instance, in the example given above, the total number of working days from November 1st through January 7th, inclusive, would be 45, not 50, for Washington State employees, after deducting five days for the Veterans Day, Thanksgiving, Christmas and New Year’s Day holidays.