

YEAR FUNCTION

This function is used to calculate the number of years between two dates. It can be useful when trying to determine the number of years that someone has been employed at an institution. In this case, the base year will be 2005. The YEAR function will be used to extract the year from the date in the Date Hired column.

- ❖ Open the **Service** workbook from the area where it was stored when it was downloaded from the Excel Web page.
- ❖ Input **2005** in cell **B1**.
- ❖ Click in cell **C4**.
- ❖ Input **=B\$1-YEAR(B4)**.
 - The **F4** key can be used to convert a cell reference to an absolute reference which is what is needed for this formula.
 - The date and time will appear in the cell rather than a number.
 - This cell is formatted as a date.
 - The date format has to be changed to a number format in order to determine the number of years.
- ❖ Return to cell **C4**.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Select **Cells** from the list of options.
- ❖ Click **General** in the **Number Category**.
- ❖ Click **OK** to exit the dialog box. **Nineteen** should appear in cell **C4**.
- ❖ Copy the formula to the cells in the range **C5:C7**.
- ❖ Close the **Service** worksheet.