

# How to enter the current time or date into a cell

## Current Date and Time

1. To enter the current time or date into a cell in Excel, begin by highlighting the cell where you would like this information to appear.
2. Type =NOW( ) into that cell, and Excel will display the current date and time (formatted according to the regional options you have set for Windows).

## Current Date Only

1. If you just want to see just the date, use the TODAY function, =TODAY( ), instead.

\* **Please Note:** The above functions are automatically updated whenever your worksheet is calculated or re-opened.

## Fixed Date (Unchanging)

1. To insert a fixed date into a cell (a date that you don't want to change) hold down *Ctrl* while you press the semicolon ( ; ) key.

## Fixed Time (Unchanging)

1. To insert the current time (without a date), press *Ctrl-Shift-Semicolon*.

These commands are useful if you like to document your work. For example, you might want to keep track of when you added new data to your worksheet.