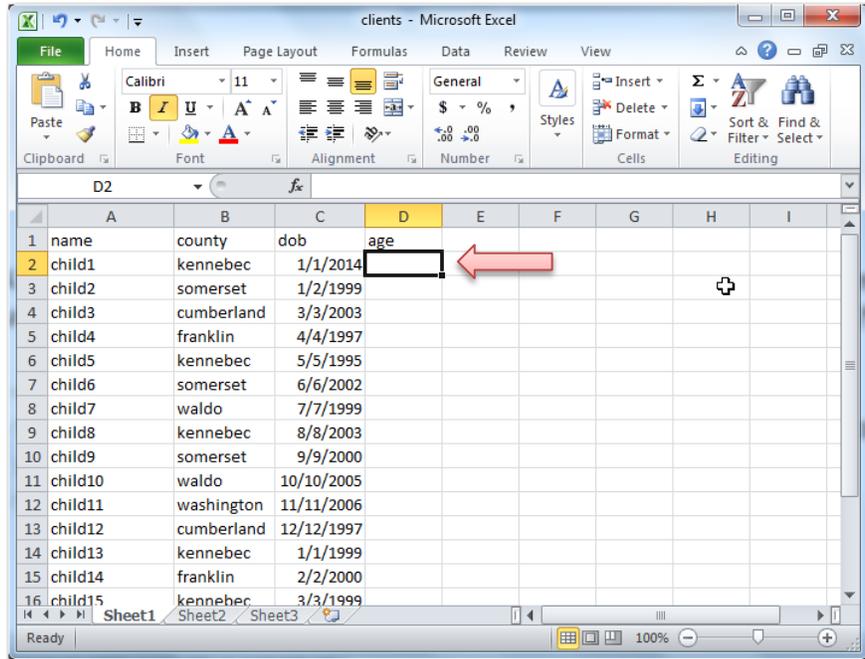
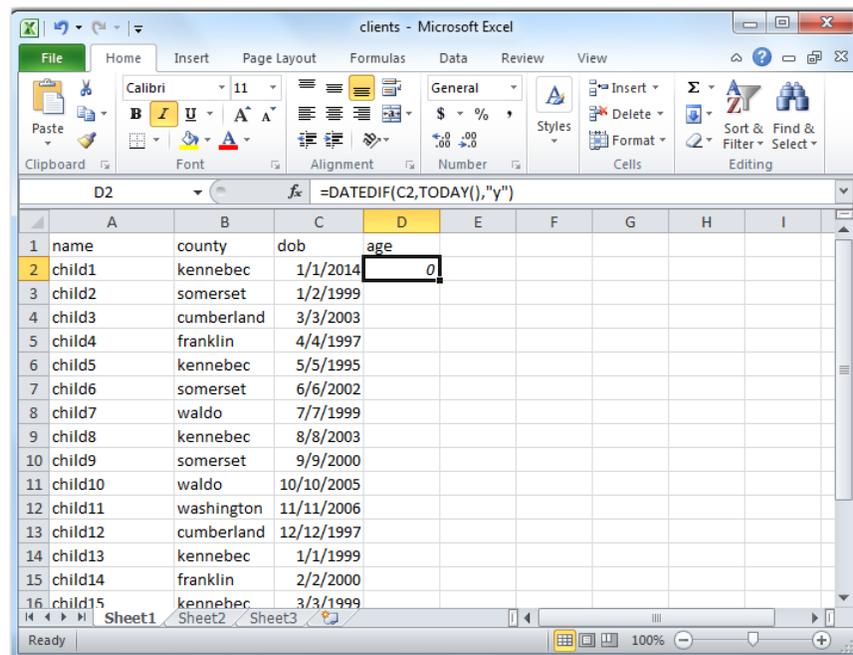


DATEDIF Function

1. The DATEDIF Function gives us a client's actual age based on today's date. Here's the structure of the function: =DATEDIF (earliest date, today's date, time interval)
 - earliest date = dob (cell C1)
 - today's date = the current date that updates automatically when you open the spreadsheet
 - time interval = years ("Y")
2. Put your cursor in the cell where you want the answer.



3. Enter the formula =DATEDIF(C2,today(),"Y") – then press Enter.

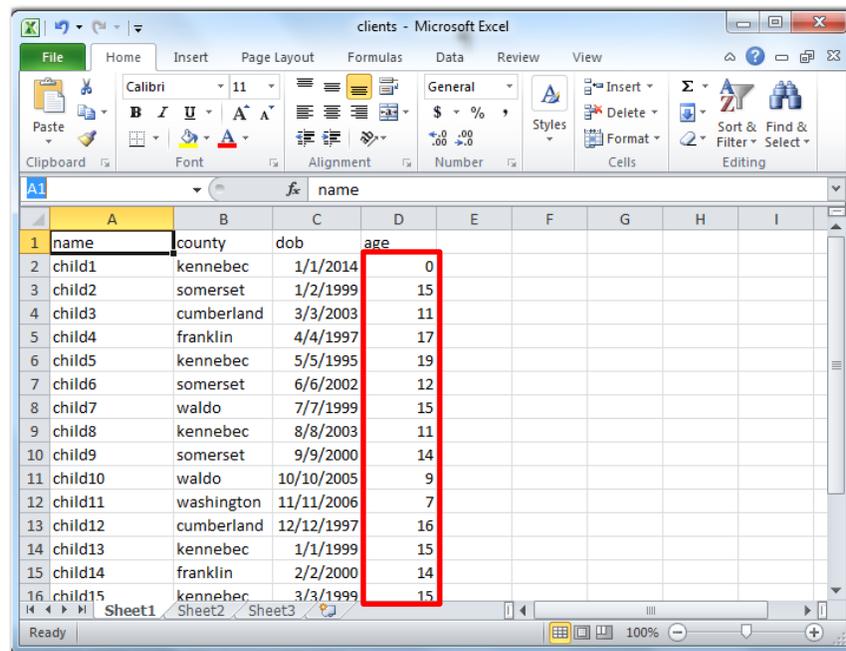


4. Let's look at this function again:

- begin a function with = or +
- name the function DATEDIF
- enclose arguments with ()
- separate arguments with commas
- the function for today's date is today()

FYI - the DATEDIF function is not one of Excel's built in functions. If you don't remember the name of a function, just Google it!

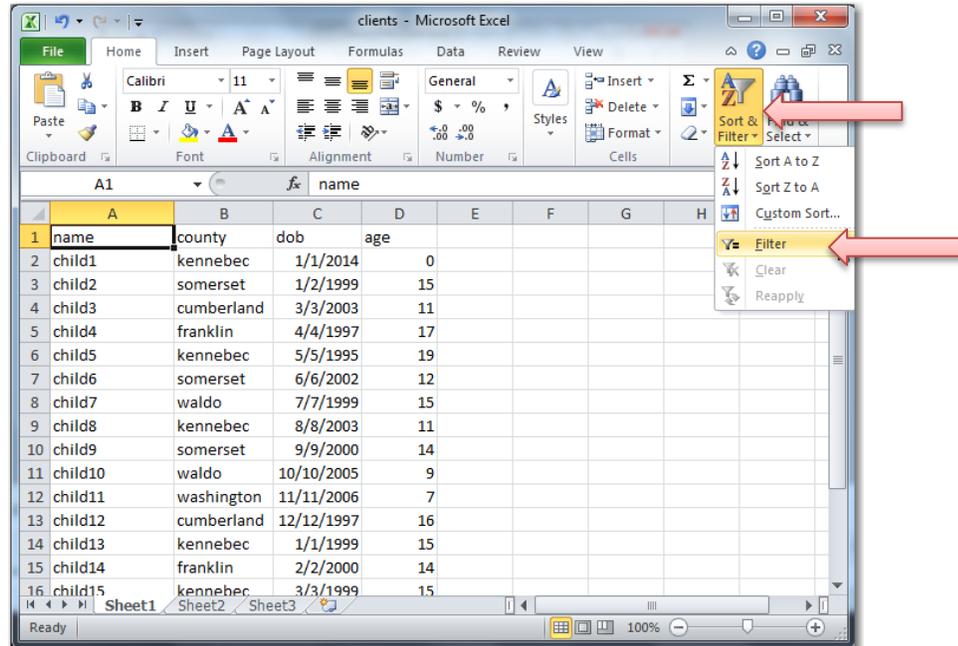
5. Now we're going to copy this formula down.



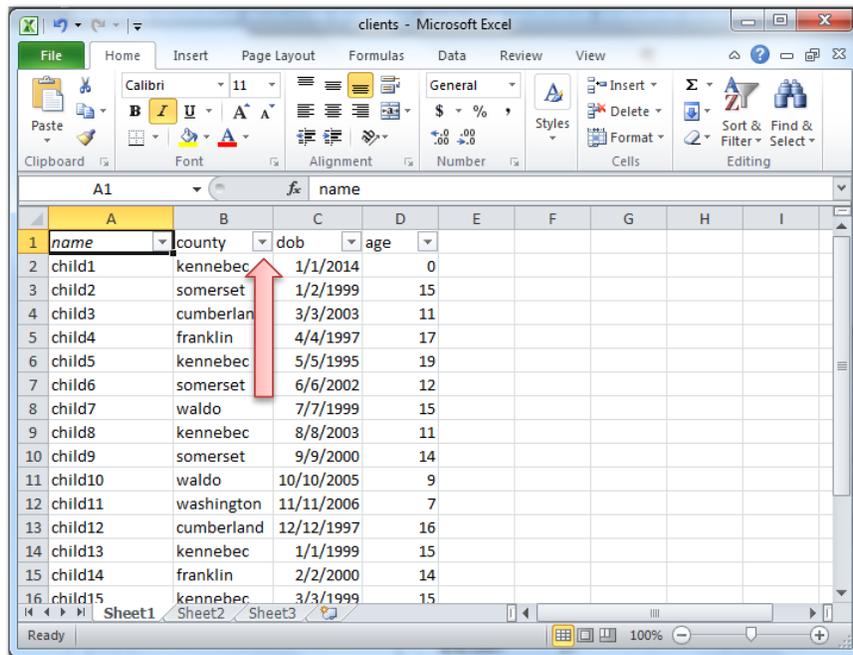
The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	name	county	dob	age					
2	child1	kennebec	1/1/2014	0					
3	child2	somerset	1/2/1999	15					
4	child3	cumberland	3/3/2003	11					
5	child4	franklin	4/4/1997	17					
6	child5	kennebec	5/5/1995	19					
7	child6	somerset	6/6/2002	12					
8	child7	waldo	7/7/1999	15					
9	child8	kennebec	8/8/2003	11					
10	child9	somerset	9/9/2000	14					
11	child10	waldo	10/10/2005	9					
12	child11	washington	11/11/2006	7					
13	child12	cumberland	12/12/1997	16					
14	child13	kennebec	1/1/1999	15					
15	child14	franklin	2/2/2000	14					
16	child15	kennebec	3/3/1999	15					

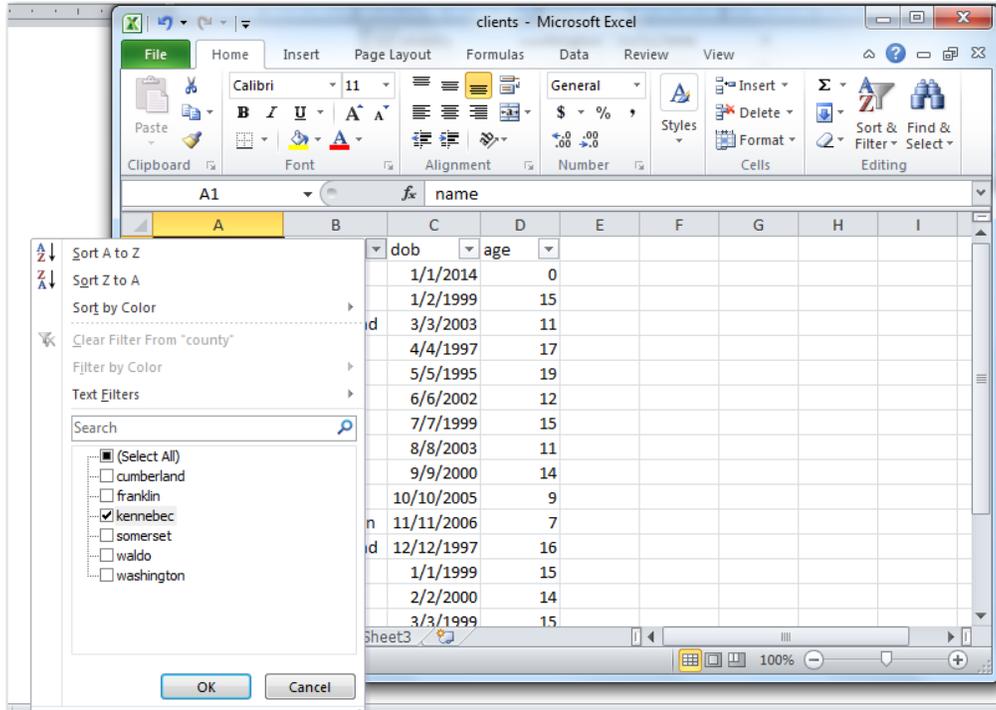
6. We also want to filter this list to find out how many of these kids live in Kennebec county and are between the ages of 1 and 18. Click **Sort & Filter**, then click **Filter**.



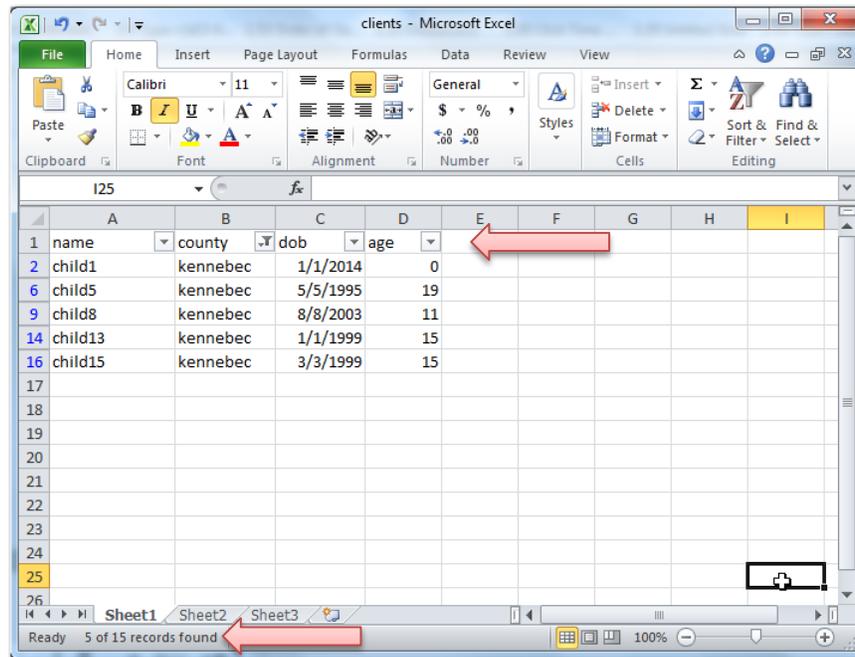
7. Select the filter drop-down by the county field.



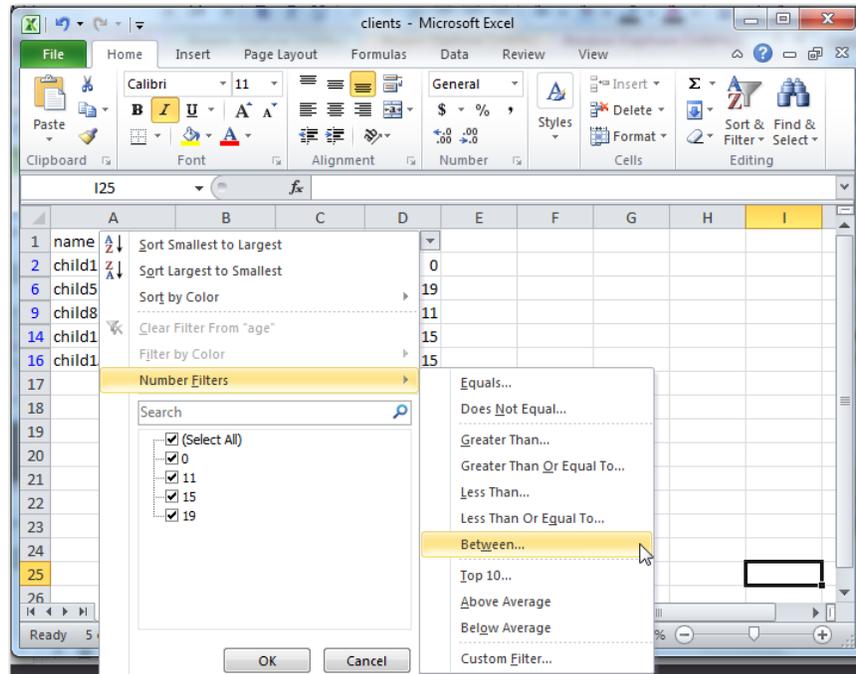
8. Deselect (**Select All**) and select Kennebec. Click **OK**.



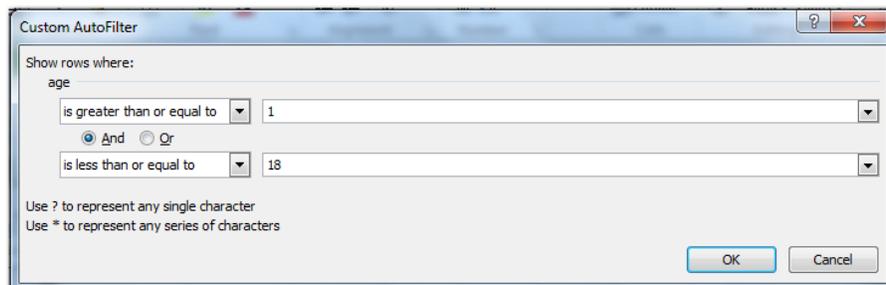
9. This filtered 5 records, now we'll filter by age. Click the drop-down by age.



10. Select **Number Filters**, then select **Between**.



11. Enter 1 and 18, and then click **OK**.



12. This returned 3 records.

The screenshot shows a Microsoft Excel window titled "clients - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The formula bar shows "I25". The spreadsheet grid has columns A through I and rows 1 through 28. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	name	county	dob	age					
9	child8	kennebec	8/8/2003	11					
14	child13	kennebec	1/1/1999	15					
16	child15	kennebec	3/3/1999	15					
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									

The status bar at the bottom of the window shows "Ready 3 of 15 records found" with a red arrow pointing to the text. The sheet tabs at the bottom are labeled "Sheet1", "Sheet2", and "Sheet3".