

How to use the WORKDAY function in Microsoft Excel

In Microsoft Excel, the WORKDAY function is a function that deals with a date and time, and its purpose is to return the date before and after the specified number of working days.

Business days do not include weekends or any day defined as a holiday. People can use the WORKDAY function to calculate an invoice due date, expected delivery time, or the number of days the job is done.

What is the formula and syntax for the WORKDAY function in Excel?

The formula for the WORKDAY function is:

```
WORKDAY(start_date, days, [holidays])
```

The syntax for the WORKDAY function is explained as follows:

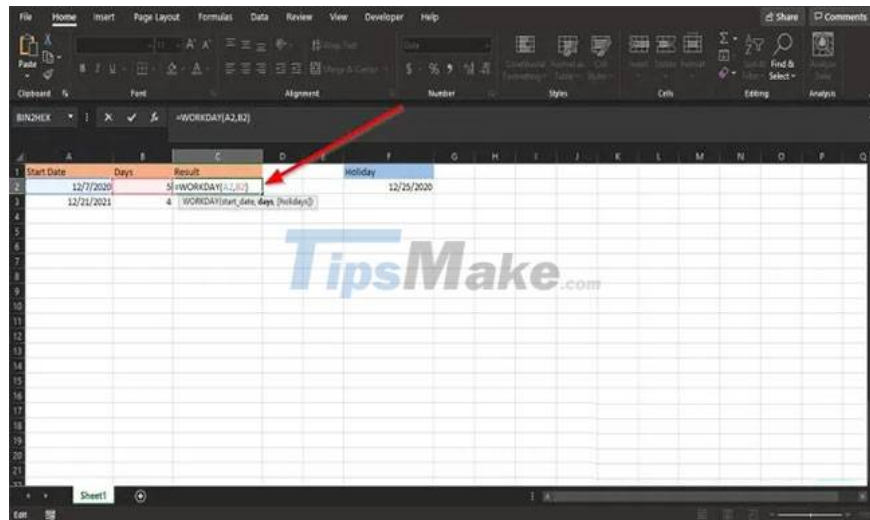
1. **Start_date:** Start date. This is a required parameter.
2. **Days:** The number of days other than weekends or public holidays before or after the start date. This is also a required parameter.
3. **Holidays:** Days to exclude from the work schedule, such as national holidays.

How to use the WORKDAY function in Excel

To use the WORKDAY function in Excel, follow the steps below:

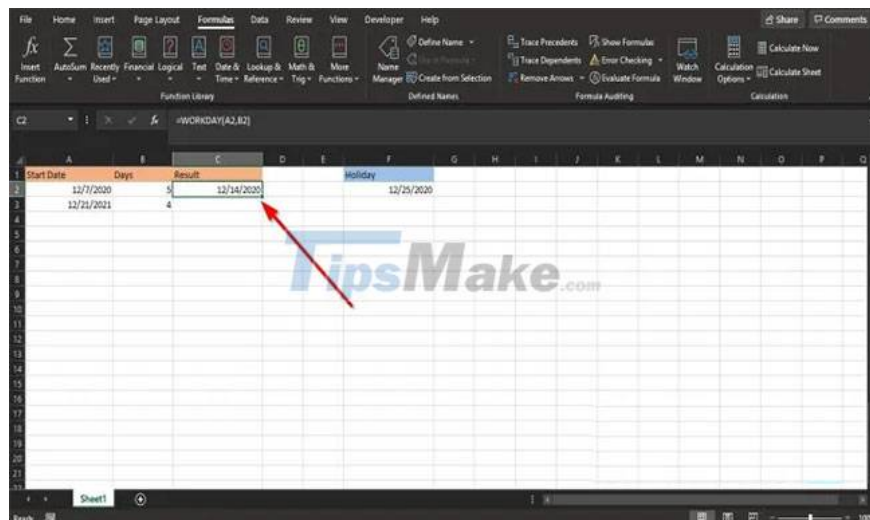
Launch Microsoft Excel.

Create a table or use an existing one.

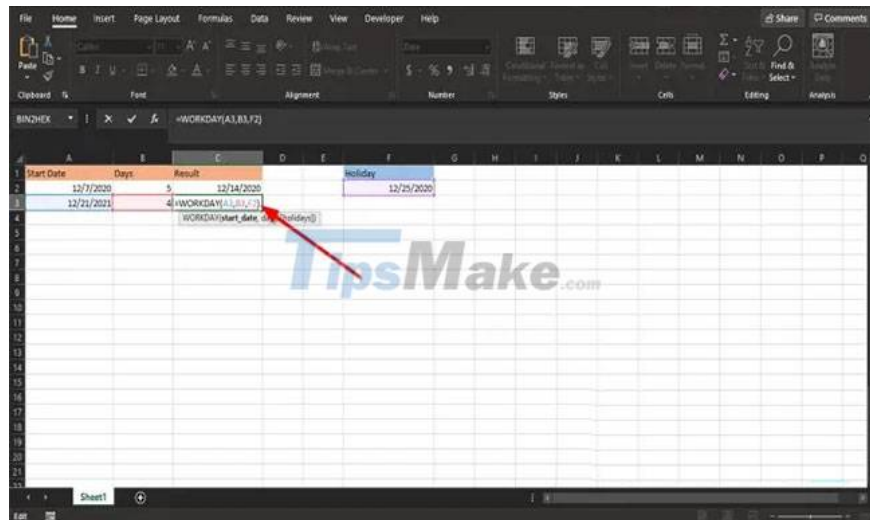


First, we will calculate the first date in the table using the **start_date** and **days** only syntax .

Enter the formula `=WORKDAY(A2, B2)` in the cell where you want to put the result.

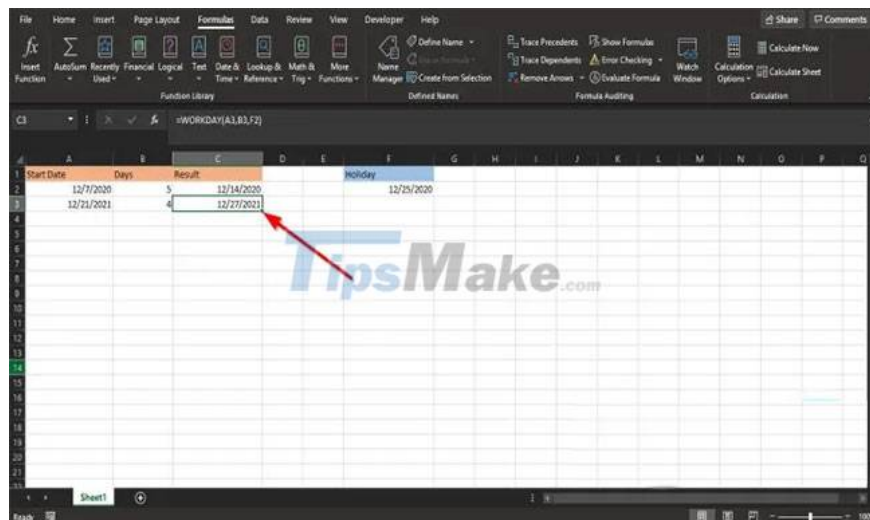


Then press the **Enter** key on the keyboard to see the results.



For the Monday in the table, for example want to exclude the next week's holiday from the working day.

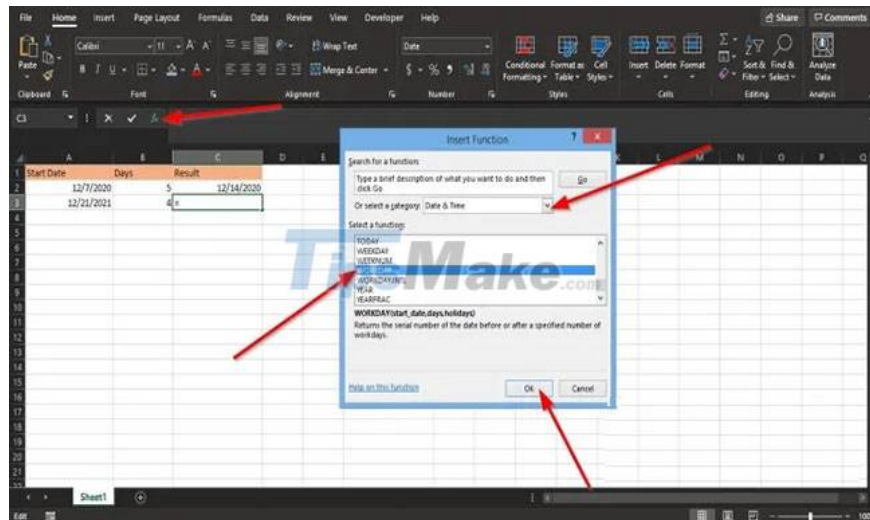
So type **=WORKDAY(A3, B3, F2)** in the cell.



Then press **Enter**.

Other ways to use the WORKDAY function in Excel

There are two other methods to use the WORKDAY function in Excel.



The first method is to click the **fx** button at the top left of the Excel sheet.

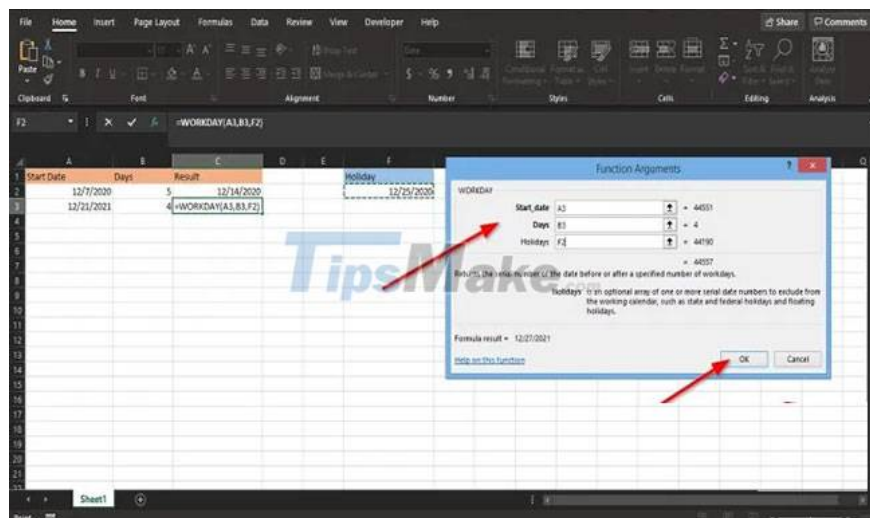
The **Insert Function** dialog box will appear.

Inside the dialog box, section **Select a Category** , select **Date and Time** from the list box.

In the **Select a Function** section , select the **WORKDAY** function from the list.

Then click **OK**.

The **Function Arguments** dialog box opens.



In the **Start_date** section , type in cell **A3**.

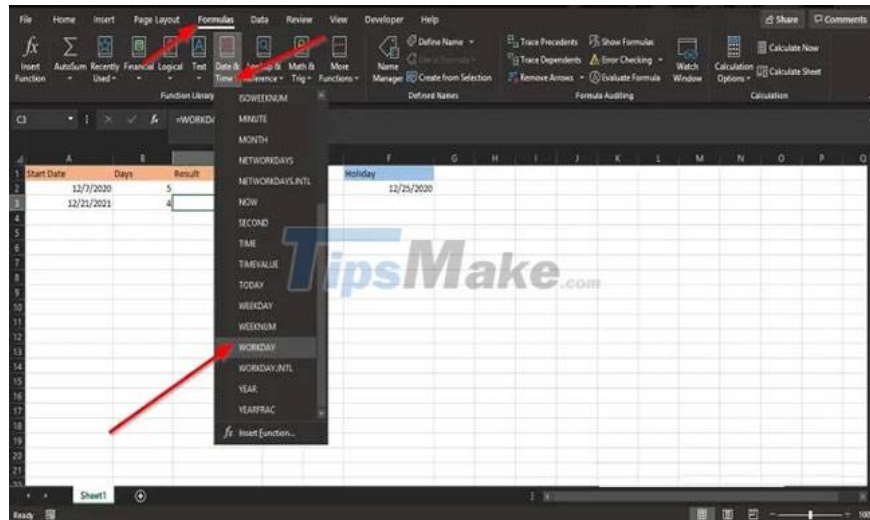
In the **Days** section , enter **B3** in the box.

In the **Holidays** section , enter **F2** in the box.

Then click **OK** to see the results.

Another method is to click the **Formulas** tab and click the **Date and Time** button in the **Function Library** group .

In the list, select **WORKDAY**.



The **Function Arguments** dialog box will appear.

Follow the steps in method one for **Function Arguments**.

Hope you are succesful.

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