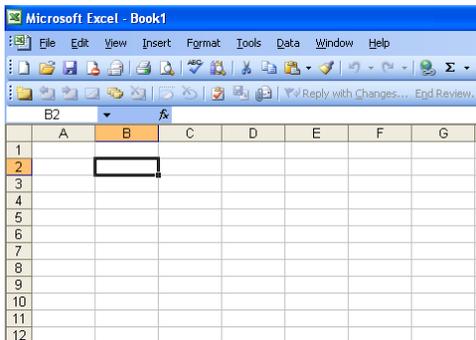
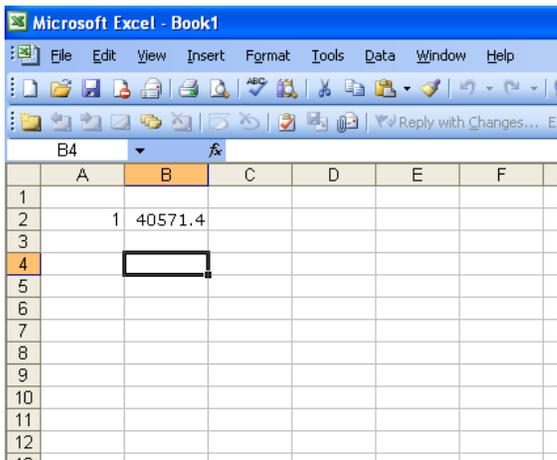


## How to get Time Stamp on Microsoft Excel:

- 1) Open Microsoft Excel
- 2) Select a Cell, usually the one whose column will be the Time Stamp. For this example use Cell B2 as the time stamp if A2 is changed

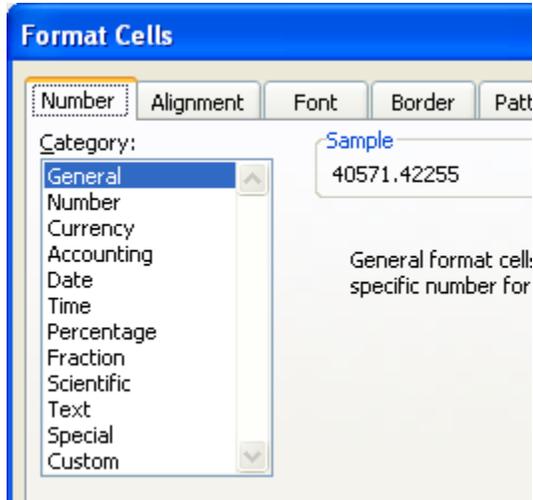


- 3) In the formula bar, enter exactly: `=IF(ISBLANK(A2), "",NOW())`
- 4) This formula will put a number (default) into B2 anytime A2 is changed, note that this number makes no sense right now because we have to change the format of the cell

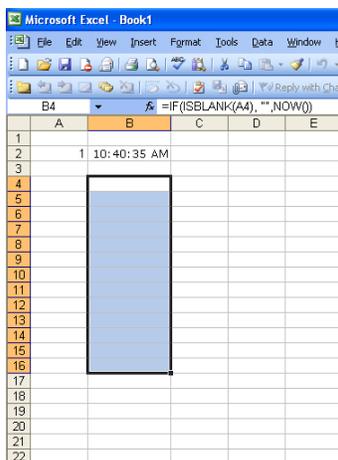


How to get Time Stamp on Microsoft Excel:

- 5) Right click on the cell that you entered the formula, for this example, we will choose B2 and select “Format Cells”



- 6) Select “Time” from the Numbers Tab, select desired time format, and click “OK”
- 7) To share the formula (i.e. do it every time) mouse over to the cell and right click. Select “copy”
- 8) Now select the area to have the time stamp. Left Click and hold, select the cells desired to be covered then release left mouse button.



- 9) Place the mouse within the selected area and right click. Select “Paste”
- 10) Congratulations, you have now copied the B2 cell formula and adapted it to the selected cells. In the above example, any time cells A4 through A16 are changed, the respective B Cells will output the time.