

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

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- 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

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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.

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- 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.