

Question: What is the easiest way to keep the current date or time permanently set in a cell?

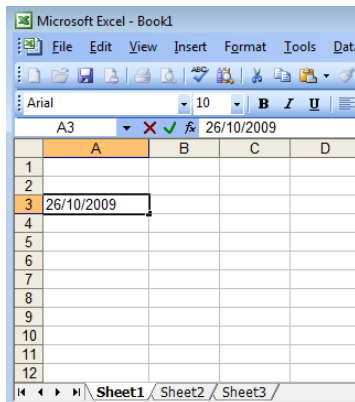
Answer: By using some keyboard shortcuts

Process (Excel 2003 and 2007):

You may be familiar with the =NOW() and =TODAY() functions - these functions are used to return the current date and time (NOW) or just the current date (TODAY). However, as these formulas, they will automatically update when a spreadsheet is opened, so the time that was recorded when the formulas were entered is not retained.

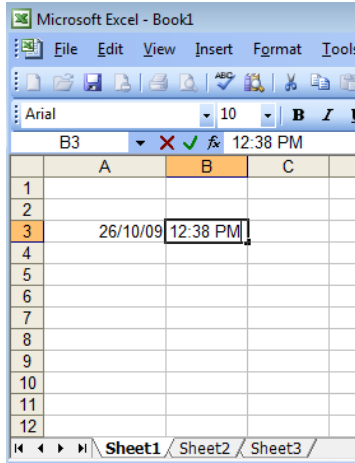
There are two keyboard shortcuts that will take care of this problem quickly.

1 Select any cell in your spreadsheet, then press **Ctrl + ;** (semicolon)



This will enter the current date, as text, into the cell. Press **Enter**.

2 Select another cell, then press **Ctrl + Shift + ;** (semicolon)



This will enter the current time as text into the cell. Press **Enter**.

These shortcuts are useful for people who would like to timestamp their work, but not have to worry about the values of the cells change because of formulas automatically updating.

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