

# Working with Date Functions in MS Excel

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## **Lab**

You are tasked with calculating employee details using date functions based on their hire dates and today's date.

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### **Example Setup in Excel:**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>E</b>
<b>1</b>	<b>Employee Name</b>	<b>Hire Date</b>	<b>Years of Service</b>	<b>Days Until Anniversary</b>
2	John Doe	15-Jan-2015		
3	Jane Smith	10-Mar-2018		
4	Mike Johnson	20-Dec-2020		

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### **Tasks:**

1. Calculate the **Years of Service** for each employee in column **C**, using their hire date in column **B** and today's date.
2. Calculate the **Days Until Next Work Anniversary** for each employee in column **D**.