

## Information Technology

### Theme: Excel – Date and Time functions

The aim is to validate the effective time registration of an employee with an 8 hours per day contract, during the first half of May 2010. For this we have the record of entries and exits from the days when he reported for work:

03-05-2010	9:00	18:40
04-05-2010	10:00	17:20
05-05-2010	9:30	17:00
06-05-2010	8:00	16:40
07-05-2010	9:00	19:00
10-05-2010	9:30	17:30
11-05-2010	8:30	18:00
12-05-2010	9:30	16:30
13-05-2010	10:00	19:30
14-05-2010	9:30	16:50

Assuming it is only considered full hours, ignoring the minutes the aim is to build up a following attendance list (Excel workbook 4\_2\_Base):

	A	B	C	D	E	G	H
1							
2		Year	2010				
3		Month	5				
4		No. Days	31				
5		Hours / day	8				
6							
		Date	Weekend (Y/N)	Entry Time	Exit Time	No. Work Hours	Daily Balance
7							
8		01-05-2010					
9		02-05-2010					
10		03-05-2010					
11		04-05-2010					
12		05-05-2010					
13		06-05-2010					
14		07-05-2010					
15		08-05-2010					
16		09-05-2010					
17		10-05-2010					
18		11-05-2010					
19		12-05-2010					
20		13-05-2010					
21		14-05-2010					
22		15-05-2010					
23						Total	