

Windows Date Calculator

What

Instructions on how to use Windows Date Calculator that comes installed in most versions of Windows.

Why

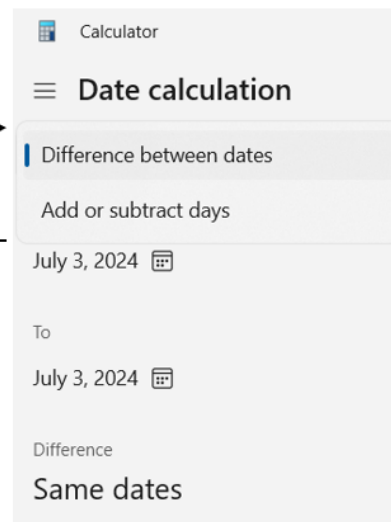
Windows Date Calculator is a handy and quick way to calculate the time (years, months, and days) between two calendar dates OR calculate the calendar date that is a select time (years, months, and days) in the past or future of another calendar date.

How

Note: The screenshots are from Windows 10 but should be the same in other versions of Windows.

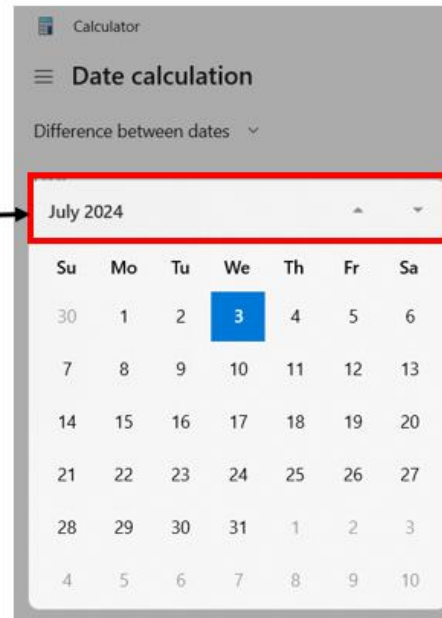
- Windows Date Calculator is part of the Windows Calculator app.
- To open the Date Calculator:
 - Open Run box (WinKey +R), enter **calc**, press the Enter key. The Calculator app will open.
 - Press the Ctrl and E keys at the same time (Ctrl +E) to open the Date calculator as shown below.

Click drop down arrow
to select type of
Date calculation



- Click the drop down arrow next to *Difference between dates* to display the two types of date calculation; Difference between dates and Add or subtract days.
- **Difference between dates** will calculate the time in years, months, and days between any two calendar dates in the past or in the future. Instructions on how to use this calculator follows:
 - Click the current date shown for the From date to open the calendar to select your From calendar date as shown below.

This is calendar navigation bar



- Use the calendar navigation bar to go thru the calendar to select your calendar date. When Month Year appear in the navigation bar that month's days are shown. The up and down arrows will move to previous month and next month. Once you select a day in a month the calendar will close showing that calendar date.
- To select a month several months away from the current month click the Month Year in the navigation pane and the calendar will change to a year calendar shown all the months of the year for you to select a month. Once a month is selected the calendar will change to that month's daily calendar.
- To select a different year click the Year displayed in the navigation pane of the yearly calendar. This will display years to scroll thru to select the year you want. The date calculator only offers years between 1601 and 2519. Once a year is selected the calendar will change to that year's yearly calendar displaying the months for that year.
- Thus you can go as far back or forward using the navigation pane of the calendar to select the exact calendar date you desire.
- Using the same technique above select the calendar date for the To date.
- The time in years , months, and days will be instantly displayed under Difference.
- **Add or Subtract days** will calculate the calendar date that is a specific time period in the past or in the future from a specific calendar date. Instructions on how to use this calculator follows:
 - For the From date use the calendar navigation instructions above for Difference between dates and select the calendar date to calculate from.
 - Select the Add button to calculate a date in the future of the date or select the Subtract button to calculate a date in the past of the date.
 - Click the drop down arrow for the Days and select the number of days. The choice is 0 to 999 days. Similar choices for the drop down arrow for Months and Years. Using Years, Months, and Days you can set the calculation for any time period for the calculated date.
 - Once the time period is entered the calculated date immediately appears under Date.
- Close the Calculator when finished.