

studio binder

MASTER CALL TIME FORMULAS IN ANY EXCEL CALL SHEET



Format cells before cutting and pasting formulas.

Use Format Cells to set 'time type' for all calltime cells (on a mac select cells then press Command 1 or go to format>cells in Menu bar.



Format

PRO TIP* Use formatting brush to copy all formatting from one cell to the next. Select the cell with desired formatting, click brush, then select the cell/s that you want to apply format to.

General Call time 7:00 AM

In this spreadsheet this cell is called **D7** (for the column and row)

ADDITION	Formula and result	View Formula
15 min	7:15 AM	=SUM(D7+0.01041667)
30 min	7:30 AM	=SUM(D7+.02083333)
45 min	7:45 AM	=SUM(D7+0.03125)
1 hour	8:00 AM	=SUM(D7+0.0416667)
1.5 hours	8:30 AM	=SUM(D7+0.0625)
2 hours	9:00 AM	=SUM(D7+0.08333334)
2.5 hours	9:30 AM	=SUM(D7+0.10416667)
3 hours	10:00 AM	=SUM(D7+0.12500001)
3.5 hours	10:30 AM	=SUM(D7+0.14583334)
4 hours	11:00 AM	=SUM(D7+0.16666668)

SUBTRACTION	Formula and result	View Formula
15 min	6:45 AM	=SUM(D7-0.01041667)
30 min	6:30 AM	=SUM(D7-.02083333)
45 min	6:15 AM	=SUM(D7-0.03125)
1 hour	6:00 AM	=SUM(D7-0.0416667)
1.5 hours	5:30 AM	=SUM(D7-0.0625)
2 hours	5:00 AM	=SUM(D7-0.08333334)
2.5 hours	4:30 AM	=SUM(D7-0.10416667)
3 hours	4:00 AM	=SUM(D7-0.12500001)
3.5 hours	3:30 AM	=SUM(D7-0.14583334)
4 hours	3:00 AM	=SUM(D7-0.16666668)

ENTER PRO TIP* When working a formula ie. =SUM(), press ENTER to exit formula and close cell. Clicking anywhere else will automatically add the chosen cell to the formula.