Add or Subtract Time

In Excel 2013, you can find the total time between a start and end time using Excel’s formulas.

**To Add Time**

1. Select the cell where the total time will be displayed.
2. Then select the two cells with the start and end times.
3. Select **AutoSum** on the **Home** tab.
4. If the time is greater than 24 hours, adjust the formatting as follows:
   a. Select the cell with the total time.
   b. Right-click the cell and select **Format Cell**.
   c. Select **Custom**.
   d. In the **Type** field enter **[h]:mm**.

   **Note:** The square brackets tell Excel to exceed 24 hours.

**To Subtract Time**

1. Select the cell where the total time will be displayed.
2. In the Formula bar, enter the formula:

   \[ \text{(first cell reference \(-\) second cell reference)} \times 24 \]

3. Press **Enter** on the keyboard and the time will be displayed in the cell.

   **Note:** Excel does not support a negative number formatted as time.