

Add or Subtract Time

In Excel 2016, 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:

=(first cell reference – second cell reference)*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.