

How can I add and subtract days in Google Sheets?

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Adding and subtracting days in Google Sheets allows you to easily perform date calculations and keep track of important dates. To do so, you can utilize the DATE function which takes in three arguments - year, month, and day. By adding or subtracting a specified number of days to the date, you can get the desired result. For example, to add 10 days to a date, the formula would be =DATE(year, month, day + 10). Similarly, to subtract 5 days, the formula would be =DATE(year, month, day - 5). This feature in Google Sheets is particularly useful for planning and organizing tasks, events, and deadlines.

Add & Subtract Days in Google Sheets (With Examples)

We can use the following simple formulas to add or subtract days to a date in Google Sheets:

#add 10 days to the date in cell A2=A2+10#subtract 10 days from the date in cell A2
=A2-10

And we can use the following formulas to add or subtract workdays (Monday through Friday) to a date:

#add 10 workdays to the date in cell A2=workday(A2,10)

#subtract 10 workdays from the date in cell A2
=workday(A2, -10)

The following examples show how to use each of these formulas in practice.

Example 1: Add & Subtract Days in Google Sheets

Suppose we have the following list of dates in Google Sheets:

	A	B	C	D
1	Date			
2	1/15/2021			
3	1/20/2021			
4	1/25/2021			
5	1/30/2021			
6	2/5/2021			
7	2/10/2021			
8	2/15/2021			
9	2/20/2021			
10	2/25/2021			
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We can use the following formula to add 10 days to each date:

B2 ∇ *fx* =A2 + 10

	A	B	C	D
1	Date	Date + 10 days		
2	1/15/2021	1/25/2021		
3	1/20/2021	1/30/2021		
4	1/25/2021	2/4/2021		
5	1/30/2021	2/9/2021		
6	2/5/2021	2/15/2021		
7	2/10/2021	2/20/2021		
8	2/15/2021	2/25/2021		
9	2/20/2021	3/2/2021		
10	2/25/2021	3/7/2021		
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And we can use the following formula to subtract 10 days from each date:

	A	B	C	D
1	Date	Date + 10 days	Date - 10 days	
2	1/15/2021	1/25/2021	1/5/2021	
3	1/20/2021	1/30/2021	1/10/2021	
4	1/25/2021	2/4/2021	1/15/2021	
5	1/30/2021	2/9/2021	1/20/2021	
6	2/5/2021	2/15/2021	1/26/2021	
7	2/10/2021	2/20/2021	1/31/2021	
8	2/15/2021	2/25/2021	2/5/2021	
9	2/20/2021	3/2/2021	2/10/2021	
10	2/25/2021	3/7/2021	2/15/2021	
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Example 2: Add & Subtract Workdays in Google Sheets

In some scenarios, we may only want to add or subtract workdays to dates in Google Sheets. Fortunately we can use the `workday()` function to do so.

The following formula shows how to add 10 workdays to each date:

B2 fx =workday(A2, 10)

	A	B	C	D
1	Date	Date + 10 workdays		
2	1/15/2021	1/29/2021		
3	1/20/2021	2/3/2021		
4	1/25/2021	2/8/2021		
5	1/30/2021	2/12/2021		
6	2/5/2021	2/19/2021		
7	2/10/2021	2/24/2021		
8	2/15/2021	3/1/2021		
9	2/20/2021	3/5/2021		
10	2/25/2021	3/11/2021		
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And the following formula shows how to subtract 10 workdays from each date:

C2 fx =workday(A2, -10)

	A	B	C	D
1	Date	Date + 10 workdays	Date - 10 work days	
2	1/15/2021	1/29/2021	1/1/2021	
3	1/20/2021	2/3/2021	1/6/2021	
4	1/25/2021	2/8/2021	1/11/2021	
5	1/30/2021	2/12/2021	1/18/2021	
6	2/5/2021	2/19/2021	1/22/2021	
7	2/10/2021	2/24/2021	1/27/2021	
8	2/15/2021	3/1/2021	2/1/2021	
9	2/20/2021	3/5/2021	2/8/2021	
10	2/25/2021	3/11/2021	2/11/2021	
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