

How do I add or subtract weeks to a date in Excel?

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To add or subtract weeks to a date in Excel, follow these steps:

1. Select the cell where you want the new date to appear.
2. Type in the original date in the desired format (e.g. 1/1/2021 or January 1, 2021).
3. After the date, type a plus sign (+) to add weeks or a minus sign (-) to subtract weeks.
4. Type the number of weeks you want to add or subtract.
5. Press Enter to calculate the new date.

This method allows you to easily manipulate dates in Excel and can be useful for project planning, budgeting, and other tasks that require date calculations.

Add & Subtract Weeks to Date in Excel

You can use the following basic formulas to add and subtract weeks from a date in Excel:

Formula 1: Add Weeks to Date

=A1+7*(3)

This particular formula adds 3 weeks to the date in cell A1.

Formula 2: Subtract Weeks from Date

=A1-7*(1)

This particular formula subtracts 1 week from the date in cell A1.

The following examples show how to use each formula

in practice with the following dataset in Excel:

	A	B	C	D	E	
1	Date	Sales				
2	1/1/2022	15				
3	1/5/2022	24				
4	1/19/2022	24				
5	2/16/2022	29				
6	3/5/2022	26				
7	4/15/2022	10				
8	4/19/2022	12				
9	4/25/2022	11				
10	5/16/2022	8				
11	6/7/2022	6				
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Example 1: Add Weeks to Date in Excel

We can type the following formula into cell C2 to add 3 weeks to the date in cell A2:

=A2+7*(3)

We can then drag and fill this formula down to each remaining cell in column C:

	A	B	C	D	E	F
1	Date	Sales	Date + 3 Weeks			
2	1/1/2022	15	1/22/2022			
3	1/5/2022	24	1/26/2022			
4	1/19/2022	24	2/9/2022			
5	2/16/2022	29	3/9/2022			
6	3/5/2022	26	3/26/2022			
7	4/15/2022	10	5/6/2022			
8	4/19/2022	12	5/10/2022			
9	4/25/2022	11	5/16/2022			
10	5/16/2022	8	6/6/2022			
11	6/7/2022	6	6/28/2022			
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Column C now displays the date in column A with exactly 3 weeks added to it.

Feel free to change the 3 in the formula to any value you'd like to add a different number of weeks to the original date.

Example 2: Subtract Weeks from Date in Excel

=A2-7*(1)

We can then drag and fill this formula down to each remaining cell in column C:

	A	B	C	D	E	F
1	Date	Sales	Date - 1 Week			
2	1/1/2022	15	12/25/2021			
3	1/5/2022	24	12/29/2021			
4	1/19/2022	24	1/12/2022			
5	2/16/2022	29	2/9/2022			
6	3/5/2022	26	2/26/2022			
7	4/15/2022	10	4/8/2022			
8	4/19/2022	12	4/12/2022			
9	4/25/2022	11	4/18/2022			
10	5/16/2022	8	5/9/2022			
11	6/7/2022	6	5/31/2022			
12						
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14						
15						
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18						
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20						

Column C now displays the date in column A with 1 week subtracted from it.

Feel free to change the 1 in the formula to any value you'd like to subtract a different number of weeks from the original date.

The following tutorials explain how to perform other common tasks in Excel:

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