

## Add Current Date and Time in Microsoft Office Programs

Adding the current date and time is a fairly simple task in any Microsoft Office program. Why manually type a date or time, though, when you can use easy keyboard shortcuts to do the task for you? The shortcuts below will help you easily insert the current date and time into your Office documents.

### Microsoft Word

Alt + Shift + D inserts the current date.

Alt + Shift + T inserts the current time.

### Microsoft PowerPoint

Alt + Shift + D and Alt + Shift + T both bring up the **Date and Time** window that allows you to choose what information to include and in which format to display the information. The **Date and Time** window even includes a checkbox to tell the information to automatically update if you wish.

### Microsoft Excel

Ctrl + ; (semicolon) inserts the current date.

Ctrl + Shift + : (colon) inserts the current time.

## About Desktop Resources, Inc.

Desktop Resources, Inc. was founded in 1995 by Tony Schafer, and is a leader in helping organizations couple their business initiatives with the technology to address those needs. DRI's "InformIT" managed services offerings proactively manage client infrastructure and strive to prevent problems before they occur. For more details, contact DRI at (317) 596-3650 or <http://www.DesktopResources.com>