PRODUCTIV

Word/Writer

For Internal Use Only

Insert Date and Time in Kingsoft Writer/MS Word

Using the Automatic Date and Time feature is easier instead of manually typing the date and time. With just a few clicks, you can instantly insert a date. You will never have to worry if the date is incorrect or even spend time entering the current date.

<u>Click here</u> to know how to automatically insert the date and time in a document.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Insert Date and Time in Kingsoft Writer/MS Word				
MS Word 2007	Kingsoft 2013			
1. Click where you want to insert the date or time.	1. Position the cursor where you want to display the date and time.			
2. On the Insert tab, click Date & Time in Text group.	2. In menu tab, click Insert. Locate Date and Time icon. The Date and Time dialogue box will open as shown below:			
3. Date and Time dialogue box will display. Now you can select the Date/Time format that you want.	Insert Page Layout References Review View Section Table Toc Image: Image Layout Imag			
Date and Time Image: Constraints Available formats: Language: B/19/2009 English (U.S.) Wednesday, August 19, 2009 English (U.S.) August 19, 2009 August 19, 2009 8/19/09 2009-08-19 19-Aug-09 S.19.2009 August 2009 August 2009 August 09 August 2009 August 2009 S.19.2009 8: 18 AM 8/19/2009 8: 18:29 AM S:18:29 AM 08:18 08:18:29	Available formats: 5/23/2014 Friday, May 23, 2014 May 23, 2014 5/23/14 2014-05-23 23-May-14 5/23,2014 May.23, 14 23 May 2014 May-14 5/23/2014 4:06 PM 5/23/2014 4:06:18 PM 4:06 PM			
Set As <u>D</u> efault OK Cancel	4:06 PM Update automatically OK Cancel			

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4. Don't forget to click **Update automatically** check box to print the current date and time.

Optional: You can also set selected date/time format as default. Just click **Set As Default** button to make any specified format as the default date/time format.

8:18:29 AM 08:18 08:18:29	▼ Vpdate	automatically
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3. Select the desired Date/Time format in the **Date and Time** dialogue box.

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4. To update the Date/Time, select the **Update automatically** check box. Then, click **OK**.

Note: When you print this file, the printed date and time will be the current date and time.



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