



## 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.

[Click here](#) to know how to automatically insert the date and time in a document.

Word/Writer

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

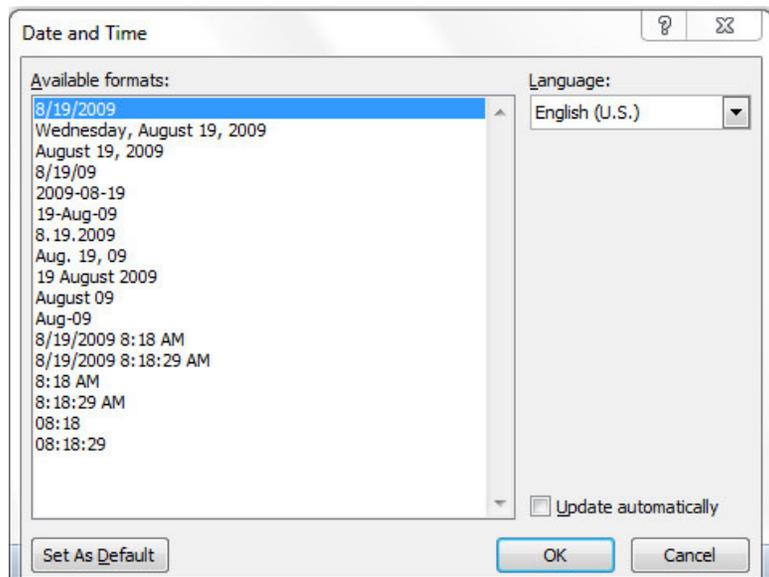
## Insert Date and Time in Kingsoft Writer/MS Word

### MS Word 2007

1. Click where you want to insert the date or time.
2. On the **Insert** tab, click **Date & Time** in **Text** group.

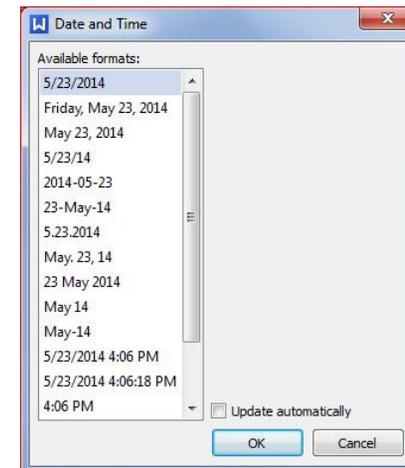
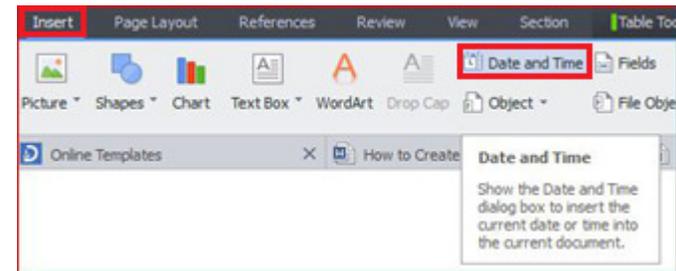


3. **Date and Time** dialogue box will display. Now you can select the Date/Time format that you want.



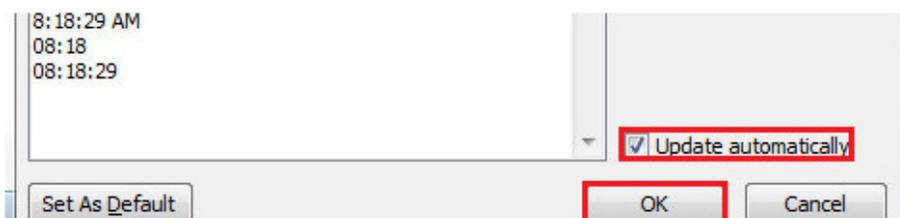
### Kingsoft 2013

1. Position the cursor where you want to display the date and time.
2. In menu tab, click **Insert**. Locate **Date and Time** icon. The **Date and Time** dialogue box will open as shown below:

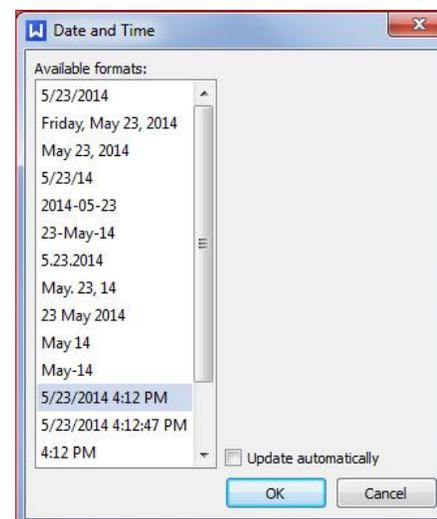


4. Don't forget to click **Update automatically** check box to print the current date and time.

**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.

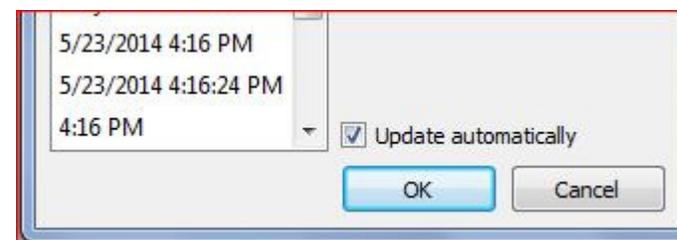


3. Select the desired Date/Time format in the **Date and Time** dialogue box.



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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