

**Excel Functions: Text, Date, and Management**

**Course Number:** OFC-128
**Duration:** 0.5 days

**Overview**

This online Microsoft Excel training course teaches attendees how to master using the Text, Date, and Management functions in Excel.

**Prerequisites**

All students must have some experience with Excel functions.

**Materials**

All Excel training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Excel.

**Objectives**

* Clean up improperly structured text information
* Calculate deadlines and durations
* Set up automatically updating configurations
* Handle dates numerically and present them in various ways

**Outline**

* Introduction to Presentation and Structure Functions
	+ Course Introduction
	+ Function Family Overview
	+ Use Cases for These Functions
* Text-Part Functions
	+ Trimming Functions
	+ Capitalization Functions
	+ Concatenation
	+ Text Segmentation
	+ Text Function Alternatives
* Date Functions
	+ Date-Part Functions
	+ Date Formatting Functions
	+ Deadlines and Durations
* Dynamic Labeling
	+ Creating Dynamic Text Components
	+ Dynamic Data Labeling
	+ Dynamic Titling
	+ Dynamic Diagrams
* Conclusion