

**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