

Excel 2016 Working with Dates and Text

Course Overview

In this course, students will learn how to use date and text functions. This will allow users to manipulate text and ensure that formulas using dates are properly calculated. Students will also learn how to utilize the Flash Fill feature for quick data entry and combine various text functions.

Who Should Attend

This course is intended for users who have some experience using Excel Functions. It assumes the user is already comfortable with navigating and selecting data in Excel. Anyone who works with dates, text, or data entry in Excel will benefit from this course.

Course Objectives

This course aims to help students become more comfortable working with dates and text. Students will learn about a many useful Excel functions and when to use them as well as how to combine different text functions with each other for maximum effect. By the end of this course, you will be experienced in both date and text functions.

Other Prerequisites

Basic computer skills

Course Outline

1 Lessons

Work with Dates - Learn how to use the TODAY and NOW functions, the NETWORKDAYS function, the DAYS function, the YEARFRAC Function, and the DATEVALUE function.

Flash Fill Feature - Learn how have Excel recognize patterns to automatically fill in data with Flash Fill.

Working with Text - Learn how to use the CONCAT function, the TEXTJOIN function, the Text to Columns Wizard, the RIGHT function, the LEFT function, the MID function, the LEN function, and the TRIM function.

Working with the Change Case Functions - Learn how to use the UPPER, LOWER, and PROPER functions, as well as combine text functions.

Upcoming Dates

Date	Time	Where
12/22/2020	11:00AM - 12:00PM	Online LIVE

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