



# Excel Power Skills: Text Functions & Date/Time Intelligence

Course ID #: 7000-1200-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

## Course Content

### Description:

This course focuses on how to use function formulas to manage text and its formatting, as well as performing complex date and time calculations.

### Prerequisites:

Basic use of Excel.

### Topics:

#### Lesson 1:Text Functions

- Changing Text Case Function
- Convert Text to Numbers
- Combining Cell Values
- Text Separation Functions
- Data Cleaning Functions
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#### Lesson 2:Date & Time Functions

- Date & Time Functions
- Date & Time Formatting
- Time
- Dates
- Calculating Working Days
- Finding Days of the Week
- OFFSET Functions
- Finding Week Number

Register for this class by visiting us at:

[www.tcworkshop.com](http://www.tcworkshop.com) or by calling us at 800-639-3535

*NASBA CPE details are provided on the following pages.*



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## NASBA Information

**Level:** Basic/Intermediate

**Advanced Preparation:** None

**Attendance Requirement:** To be awarded the full credit hours, you must sign in and attend the entire course.

**Recommended Field(s) of Study:** Computer Software & Applications

**Recommended CPEs:** 4.50

### **Policies: Course Registration, Cancellation, Refund, and Complaint Resolution**

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: [www.tcworkshop.com](http://www.tcworkshop.com)

### **Official National Registry Statement:**

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.