

Excel Working with Date&Time

Contents

1. The Excel Date and Time Systems
2. Creating Date and Time Entries
3. Date and Time Formatting
4. Date and Time Functions
5. Calculating with Dates and Times
6. Using Dates and Times with Excel Commands

Number of Participants

6 - 8
Persons

Program Structure

- Real world examples,
- Participant's example welcome.



Recommended Participants

- Excel essential knowledge needed.

Training Period:

15 hrs.

3 hrs. x 5 days