

Using Dates and Times

Course Outline

100. Course Introduction

- 09:18 100-1 What to Expect in this Course
- 09:00 100-2 Tracking Your Progress
- 02:53 100-3 A Word about Excel Versions

101. Date and Time Basics

- 10:07 101-1 How Excel Stores Dates and Times
- 03:39 101-2 Changing Excel's Starting Date
- 06:40 101-3 Entering Dates in Excel
- 03:40 101-4 Quickly Entering Dates and Times
- 03:41 101-5 Inserting the Current Time with Seconds
- 03:44 101-6 Inserting Tomorrow's Date
- 02:56 101-7 AutoFilling with Weekdays

102. Working with Date and Time Functions

- 04:24 102-1 Using the EOMONTH Function
- 05:31 102-2 Using the WEEKNUM Function
- 02:21 102-3 Using the EDATE Function
- 03:42 102-4 Calculating Fractions of Years
- 02:59 102-5 Calculating Months of Tenure

103. Calculating with Dates

- 11:57 103-1 Calculating Future Workdays
- 07:50 103-2 Calculating Week-Ending Dates
- 08:17 103-3 Calculating Business Days
- 05:39 103-4 Calculating the Day of the Year
- 06:16 103-5 Listing Dates at Regular Intervals
- 05:06 103-6 Calculating an Age on a Given Date

104. Calculating with Times

- 05:47 104-1 Dealing with Small Time Values
- 06:26 104-2 Dealing with Large Numbers of Seconds
- 07:27 104-3 Working with Elapsed Time
- 05:10 104-4 Rounding Time

105. Converting Dates and Times

- 11:31 105-1 Converting an Unsupported Date Format
- xx:xx 105-2 Converting Time Notation to Decimal Notation
- 08:22 105-3 Converting Numeric Values to Times
- 05:26 105-4 Converting UTC Times to Local Times

106. Formatting Dates and Times

- 07:21 106-1 Simple Date and Time Formatting
- 04:49 106-2 Using Custom Formatting
- 03:28 106-3 Automatically Capitalizing Day Names
- 07:51 106-4 Conditional Formatting Based on Date Proximity

107. Wrapping Up

- 03:27 107-1 Your Next Steps
- 02:03 107-2 You are Done!