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## Course Information

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**Course Title:** *Working with Downloaded Text Data in Excel #2927*

**Recommended CPE credit hours for this course:**

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

**CPA:** 1 (All states)

National Registry of CPE Sponsors ID Number: 107615

Sponsor numbers for those states that require sponsor registration:

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Public Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

**CLU, ChFC/PACE Recertification: 1**

**Program Delivery Method:** QAS Self-Study (interactive)

**Subject Codes/Field of Study:** Computer Software and Applications

**Course Description:**

**Level:** Intermediate (See Prerequisites)

**Prerequisites:** This course assumes a Basic to Intermediate Excel knowledge. The course is written for Excel 2007 and 2010

**Advance Preparation:** None

**Course Description:** This is an introductory course covering the basics of Excel tools and techniques dealing with downloaded data in a text format. It covers converting numbers formatted as text to numbers usable by Excel functions, concatenation, text to Columns and specific Excel text functions to manipulate and analyze data.

## Course Content

Publication/revision date: 9/9/2013

Course book: *Working with Downloaded Text Data in Excel* by Joseph P. Helstrom,

CPA Final exam: (online) Ten questions (multiple-choice).

### **Instructions for taking this course**

In order to receive CPE credit for this course, you must complete the course within one year of the date of purchase. This includes achieving a passing grade of at least 70% on the final exam. The exam may be retaken if not passed on the first attempt (no charge).

Complete the course by following the learning objectives listed below and studying the review questions at the end of the text. Once you are confident that the learning objectives have been met, answer the final exam questions.

### **Instructions for Taking the Final Exam Online:**

- Login to your account online at [www.bhfe.com](http://www.bhfe.com).
- Go to “My Account” and view your courses.
- Select “Take Exam” for this course and follow instructions.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

## Learning Objectives

- Convert numbers formatted as text to numeric values recognized by Excel
- Identify and use the Trace Error button in Excel
- Define the use of the Left, Right and Mid functions in Excel
- Define how to concatenate text
- Define the use of Text to Columns to format text
- Evaluate specific text data using Len and Find
- Clean up text using the Upper, Lower, Proper, Trim and Clean functions in Excel
- Convert dates formatted as text to dates recognized by Excel

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