



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

50559: Lookup Functions

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course provides participants with the knowledge and skills to write basic Microsoft® Excel® lookup formulas as well as in-depth nesting of advanced array and reference functions. The course will also show that certain functions exist and what they look like but will show the diversity and usefulness of those functions. This is a very hands-on approach with constant examples, practices and problem-solving provided to the participants.

Target Audience

This course is intended for:

- Novice and experienced information workers who have the understanding and knowledge of basic Excel formulas and functions.

Prerequisites

To attend this course, candidates must have:

- Basic knowledge of Excel formulas and functions.
- A minimum of one (1) year of experience with Excel.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- List LOOKUP functions in Excel.
- Recognize the opportunities for LOOKUP function use.
- Decide which lookup function is best in the given scenario.
- Always keep in mind the wide range of functions and can combine their use.



Microsoft Partner

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Course Topics

Module 1: Introducing LOOKUP Functions

- Example By Using the IF Function
- Which LOOKUP Functions are at Our Disposal?
- Other Functions We Will Use During This Course
- What Knowledge Should We Possess Before Moving On?

Module 2: The LOOKUP Functions Basics

- LOOKUP Function
- VLOOKUP Function
- HLOOKUP Function

Module 3: Advanced LOOKUP Examples with Function Nesting

- MATCH Function
- How Can We Use MATCH with VLOOKUP?
- INDEX Function
- Combining MATCH and INDEX Functions
- INDIRECT Function
- CHOOSE Function
- CELL Function
- OFFSET Function
- ROW and COLUMN Functions

LABS INCLUDED

