



Course Outline

Excel Lookup Functions

Prerequisites:

- Skills learned in our Excel Level-1 or Level-2 course or equivalent everyday work experience of using MS Excel.
- Proficiency in Windows environment with excellent mouse skills. Some keyboard skills also required.

Platform:

- Windows PC:
Microsoft Excel 365/2019/2016/2013
- Our Excel training is not compatible with Mac computers. In the past, Mac users have taken our training and applied it to Mac environment on their own.

What is covered in the course?

- VLOOKUP- definition & general considerations
- When to use the Exact and Approximate Match options
- Doing VLOOKUP from a different worksheet
- Doing VLOOKUP from a different workbook
- Doing VLOOKUP with wild card characters
- Doing VLOOKUP with CONCATENATE function
- Doing VLOOKUP with MAX function
- Doing Multiple VLOOKUPs efficiently
- MATCH- definition & general considerations
- VLOOKUP and MATCH combo
- Using VLOOKUP to compare data
- Using VLOOKUP with IFERROR
- INDEX- definition & general considerations
- INDEX and MATCH combo
- INDEX v/s VLOOKUP
- XLOOKUP, the future function

Please note: To keep our course content most relevant, we may modify the course outline from time to time based on the feedback received from the past participants. Please check the latest just before registering.