Lookup Functions - VLOOKUP, XLOOKUP, INDEX, MATCH

Length/CPE Hours

CPE 3 hours

Class Time

9:00 a.m. – 12:00 p.m. Central Time

Course Description

Excel users need lookup functions to compare data and pull information from multiple sources into one source. In the online class, students will learn how to use the VLOOKUP, HLOOKUP and INDEX, MATCH functions. We will also discuss the new XLOOKUP and what versions will have access to this new function.

USING THE VLOOKUP and HLOOKUP FUNCTION

- •Reviewing Basic and Comparison Operators
- •Explain the Parts of a Function
- •Ways to Locate and Insert Functions
- •Describe the Difference in VLOOKUP and HLOOKUP
- •Write a VLOOKUP using the TRUE or FALSE arguments

INDEX MATCH

- •Learn the MATCH Function
- •Learn the INDEX Function
- •Nest the INDEX and MATCH FUNCTION
- •Discuss the New XLOOKUP and it's purpose

BONUS MATERIAL

- •Keystroke Shortcuts

Who Should Attend

Intermediate users who would like to expand their knowledge and skills

Prerequisites

An Excel Level 1 class or equivalent working knowledge. Users should understand basic functions like SUM and know basic tasks like inserting rows and adjusting column widths.

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.