Excel 365 Level 3 Functions 2
Web presentation
90 mins

Is this course for you?

You want to broaden your knowledge of Excel functions. As well as IF, this course covers functions which are new in this version of Excel, including IFS and XLOOKUP (a superior version of VLOOKUP), and dynamic arrays, which mark the biggest change to Excel formulas in 30 years,

This course includes topics from the Excel Advanced course

Pre-requisites

The course assumes that delegates are familiar with:
   entering simple formulas, copying formulas with AutoFill and locking cells with $ signs.

To take part in this course, delegates will need an internet-connected device with camera and microphone, and an internet connection which can stream video in reasonable quality.

Course duration: 90 mins

Course objectives

At the end of the course, you will be able to use XLOOKUP to perform lookups in tables of data. You will also be able to enter and edit dynamic array formulas and use the FILTER, UNIQUE and SORT functions

Compatibility issues
   Which versions of Excel will new functions work with?
   Publish Excel worksheets as pdf

Take decisions with IF and IFS
   Construct a logical test
   Write a formula using the IF function
   Combine multiple tests with IFS

Look up data with XLOOKUP

   Advantages of XLOOKUP over VLOOKUP
   Write a formula using XLOOKUP
   Look up vertically and horizontally in data tables
   Find the last instance of a value in a table
   Retrieve multiple columns of data with one formula

Dynamic array formulas
   Understand dynamic arrays and spill
   Deal with the #SPILL! error

FILTER
   Use the FILTER function to extract data matching a condition
   Understand the advantages over conventional filters

SORT and SORTBY
   Generate a dynamic sorted list from a data table

UNIQUE
   Generate a dynamic list of unique values from a data table

This is a provisional course outline and may change

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