



Microsoft Excel Lookup and Reference Functions

Learners on this half day Microsoft Excel – Lookup and Reference Functions course will learn about some of the most common tasks in Excel, looking up specific information within data sets. Lookup and Reference functions including Vlookup are used to perform these tasks and you can learn the fundamentals without having to be away from the office for a full day.

The course assumes you have a working knowledge of Excel fundamentals, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **10 students** (max)

Course Content

Working with Range Names

- Naming Ranges
- Navigating with Range Names
- Using Range Names in Formulas
- Modifying Range Names

Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together

Choose Function

- Using the Choose Function



Brendon was great, made everyone feel comfortable and I felt really confident that I had a better understanding of Excel at the end of the class.

I'm keen to come back and learn more about how to create pivot tables using external data.

A. Knight