

Excel: XLOOKUP, Pivot Tables & Conditional Formatting

Learn to manage Excel data using tables, advanced functions, pivot tables and conditional formatting for effective analysis.

4 Hours

DURATION

4

MODULES

16

TOPICS

COURSE OVERVIEW

This course covers basic Excel functions and formatting data as tables for structured data management. It then moves into advanced functions for data analysis, including SUMIF, COUNTIF, VLOOKUP, HLOOKUP and XLOOKUP for locating and summarising data. The course also covers creating and customising pivot tables for deeper data analysis, before addressing data formatting through conditional formatting rules and styles, along with defining named ranges.

WHO THIS COURSE IS FOR

Data Analysts

Business Analysts

Financial Analysts

Administrative Staff

Report Preparers

LEARNING OBJECTIVES

- Apply basic functions such as SUM, AVERAGE and MAX
- Format data as Table to organise and manage it
- Apply SUMIF and COUNTIF for conditional calculations
- Compare VLOOKUP, HLOOKUP and XLOOKUP for data retrieval
- Build and customise pivot tables for data analysis
- Apply conditional formatting rules and styles
- Create named ranges for easier formula management

4 Modules, 16 Topics

01

Basic Excel Functions & Data Management

BASIC FUNCTIONS

SUM, AVERAGE, MAX, MIN · Upper, Lower, Proper, Year, Month, Day, Today

FORMAT AS TABLE

Benefits of formatting data as Table · Move Between Data and Table · Modify Tables · Define Tiles · Creating and modifying Table

02

Advanced Functions for Data Analysis

SUMIF AND COUNTIF

- Understanding and applying conditional sum and count functions

VLOOKUP & HLOOKUP

- Using lookup functions for finding data

XLOOKUP

- An introduction to XLOOKUP as a flexible alternative

03

Advanced Data Analysis with Pivot Tables

PIVOT TABLES

Creating and customizing pivot tables · Analysing data effectively with pivot tables

04

Data Formatting

CONDITIONAL FORMATTING

- Applying Conditional formatting
- Using Conditional Formatting Rules
- Working with styles

DEFINE NAMES

- Creating named ranges for easier formula management

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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