KOENIG
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Microsoft Solutions Partner
Microsoft Cloud Training Services

KOENIG SOLUTIONS · COURSE OUTLINE

50559-A: Lookup Functions

Learn to build and enhance Excel lookup formulas using LOOKUP, VLOOKUP, HLOOKUP, INDEX, MATCH and related functions.

3	33	3
MODULES	TOPICS	HANDS-ON LABS

COURSE OVERVIEW

This course introduces a range of lookup functions in Excel and the situations in which they are used, along with related reference and array functions. It then covers the syntax and application of LOOKUP, VLOOKUP and HLOOKUP functions, reinforced through practical lab exercises. The course proceeds to advanced examples that nest functions such as MATCH, INDEX, INDIRECT, CHOOSE, CELL, OFFSET, ROW and COLUMN to solve more complex lookup scenarios.

WHO THIS COURSE IS FOR

Excel Users | **Data Analysts** | **Business Analysts** | **Financial Analysts** | **Office Administrators**

LEARNING OBJECTIVES

- Identify situations where lookup functions are needed
- Explain the syntax of the LOOKUP function
- Explain the syntax of the VLOOKUP function
- Explain the syntax of the HLOOKUP function
- Compare LOOKUP, VLOOKUP and HLOOKUP functions
- Apply the MATCH function with VLOOKUP and INDEX
- Apply functions such as INDIRECT, CHOOSE and OFFSET
- Analyse advanced lookup scenarios using nested functions

COURSE SYLLABUS

3 Modules, 33 Topics

01

Introducing LOOKUP Functions

In this module students are shown a variety of lookup function and examples where lookup functions are needed. The basic knowledge given here is then extended throughout the course. The whole spectrum of functions that are explained in detail in future Modules are introduced here.

LESSONS

- Example by using the IF function
- Which LOOKUP functions are at our disposal
- Other functions we will use during this course
- What knowledge should we possess before moving on

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- What are we trying to accomplish
- Why should we use LOOKUP functions
- What LOOKUP functions are at my disposal
- Which reference functions should I know
- Which Array functions should I know
- Recognize the situations where lookup functions are used

02

3 Labs

The LOOKUP Functions Basics

In the course of this module, all lookup functions will be introduced step by step. With the knowledge of the syntax, we will examine examples of use and then test our knowledge in Lab 1.

LESSONS

- LOOKUP function
- VLOOKUP function
- HLOOKUP function

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Recognize a LOOKUP function syntax
- Recognize situations when we use the LOOKUP function
- List how does LOOKUP differ from other lookup functions
- Recognize a VLOOKUP function syntax
- Recognize what kinds of examples are solved using VLOOKUP function
- List all differences from other lookup functions
- Recognize a HLOOKUP function syntax
- Tell when to use HLOOKUP

03

Advanced LOOKUP Examples with Function Nesting

This module will be instructor led example by example upgrading of lookup functions with other functions and data validation. Each function will be followed by practices. Also array functions and their use will be mentioned.

LESSONS

- MATCH function
- How can we use MATCH with VLOOKUP
- INDEX function
- Combining MATCH and INDEX functions
- INDIRECT function
- CHOOSE function
- CELL function
- OFFSET function
- ROW and COLUMN functions

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Enhance lookup formulas with many new functions and tools
- Recognize the need for MATCH function
- Face any situation where lookup functions are required at their daily faceoff with Excel

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
02	**The LOOKUP Functions Basics**	■ LOOKUP function ■ VLOOKUP function ■ HLOOKUP function

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

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

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