



Lookup Formulas - Tips & Tricks

Course Aims

Excel's VLOOKUP function is used to find specific information that has been stored in a table of data stored in a spreadsheet. The workshop will empower you to have answers to excel question about lookups at your fingertip. There a numerous and a varied number of new tips you will learn irrespective of the Excel version you or your students use. Be it Excel 97, 2000, 2002, 2003 or 2007; you will be armed with the knowledge to provide a nifty solution. This course will serve as a refresher as well as a reference. The course is for users from intermediate through advanced.

Pre-requisites

A user of Microsoft Excel for at least 1 year

Level	Duration	Time
Advanced	1 Day	0900-1730hrs

1. LOOKUP FORMULA TIPS & TRICKS
2. Using Lookup Functions
3. LOOKUP function
4. LOOKUP Function Syntax #1
5. LOOKUP Function Syntax #2
6. Using the VLOOKUP Function
7. VLOOKUP function Syntax
8. Using the HLOOKUP Function
9. HLOOKUP Function Syntax
10. Using IF and LOOKUP functions
11. Retrieving the Price for a Specified Item and a Specified Brand
12. Using IF, ISERROR and VLOOKUP functions
13. To eliminate errors that occur when using the Vlookup Formula:
14. Using VLOOKUP function as an alternative to a number of nested IF functions
15. Using IF, ISNA and VLOOKUP functions To find matching values in different sheets
16. ISNA
17. Altering the results returned by VLOOKUP
18. To retrieve a Price Value By Looking at Two Difference Data Tables
19. MATCH Function Syntax
20. MATCH Function – Example
21. INDEX function
22. INDEX Function – Example
23. Combine the Index and Match formulas in Microsoft Excel
24. Retrieving an Item from a List that Meets Multiple Criteria
25. Using INDEX, MATCH and LARGE functions
26. Ranking Salespeople According to Sales Figure
27. Using INDEX, MATCH and MAX functions
28. Retrieving the SalesRep Who Earned the Highest Sales
29. Using VLOOKUP and MATCH functions
30. Combine the VLookup and Match formulas in Microsoft Excel
31. OFFSET function
32. Using OFFSET : Update charts automatically when you enter new data
33. COUNTA function
34. INDIRECT function
35. Using INDIRECT function - Locking a Cell Reference
36. Using INDIRECT function - Create a Reference To a Different Sheet
37. Using INDIRECT function - Refer to a Named Range
38. Array Formula
39. Advantages of Array Formulae
40. Disadvantages of Array Formulae
41. Using Array Formulae
42. Understanding Array Formulae
43. Editing Array Formulae
44. Examples of Using Array Formulae
45. Avoiding Interim Calculation
46. Identifying Value in List
47. Counting Characters in a Range



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- 48. Computing Maximum and Minimum Changes
- 49. Frequency Array Distribution