

Bite-sized Looking up data

1 day training course



Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Using VLOOKUP (*)

- Using for exact matches
- Using with range names
- Trapping errors
- Using for non-exact matches

Using XLOOKUP (*)

- Understanding the input ranges
- Searching for wildcards
- Advantages over VLOOKUP

Using INDEX and MATCH (*)

- Finding data using MATCH
- Using INDEX to pick out cells
- Combining INDEX and MATCH