



This course covers the following topics (any items marked with a \* will be covered if time allows). Note that this is a [new course](#) (this which means that we don't guarantee to run all scheduled dates).

<p><b>Advanced IFs</b></p> <ul style="list-style-type: none"><li>• Revision of simple IFs</li><li>• Nesting =IF functions</li><li>• =IFS and =SWITCH</li></ul> <p><b>Lookup functions</b></p> <ul style="list-style-type: none"><li>• The XLOOKUP function</li><li>• VLOOKUP for continuous values</li><li>• VLOOKUP for exact matches</li><li>• Data validation for exact matches</li></ul> <p><b>Advanced lookup functions</b></p> <ul style="list-style-type: none"><li>• The XMATCH function</li><li>• Combining =INDEX and =MATCH</li><li>• The OFFSET function</li></ul> <p><b>Text functions</b></p> <ul style="list-style-type: none"><li>• Basic text functions</li><li>• Finding and replacing text</li><li>• Extracting and joining text</li></ul>	<p><b>Multiple worksheets</b></p> <ul style="list-style-type: none"><li>• Using multiple sheets</li><li>• Formulae across sheets</li></ul> <p><b>Advanced tables</b></p> <ul style="list-style-type: none"><li>• Removing duplicates</li><li>• Using =FILTER</li><li>• Viewing column statistics</li></ul> <p><b>Pivot tables</b></p> <ul style="list-style-type: none"><li>• Creating pivot tables</li><li>• Changing the aggregation function</li><li>• Drilling down</li><li>• Filtering and sorting</li></ul> <p><b>Advanced pivot tables</b></p> <ul style="list-style-type: none"><li>• Grouping fields with subtotals</li><li>• Showing % of grand totals, etc</li><li>• Numeric frequency groups</li><li>• Slicers and timelines</li></ul>	<p><b>Advanced charts (*)</b></p> <ul style="list-style-type: none"><li>• Combination charts</li><li>• Trendlines</li><li>• Using the =SPARKLINE function</li></ul> <p><b>Goal-seeking (*)</b></p> <ul style="list-style-type: none"><li>• Targeting a given value</li><li>• Changing goal-seeking settings</li></ul> <p><b>Subtotals (*)</b></p> <ul style="list-style-type: none"><li>• How subtotals work</li><li>• Choosing your function</li><li>• Grouping and ungrouping</li><li>• Expanding and collapsing</li></ul>
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Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](#). For more information, see <https://www.wiseowl.co.uk/>.