

Excel Lookups Training: Prerequisites and Curriculum



Prerequisites

The skills listed below are **required prerequisites** for participation in the Excel Formulas Boot Camp. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the boot camp**.

Office 365

Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns

Prerequisites (Cont.)

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Filtering

Sorting

Formatting (Font, borders, alignments, data types)

Mathematical operations and calculations

Sum

Average

Min

Max

Count

Addition

Subtraction

Division

Multiplication

Formula Topics

Xlookups

Exact vs. wildcard lookup matches

Lookup error corrections

Multiple lookup values

Vlookups

Lookup error corrections

Xlookups vs. Vlookups



DATA TELLS A STORY. BE THE STORYTELLER