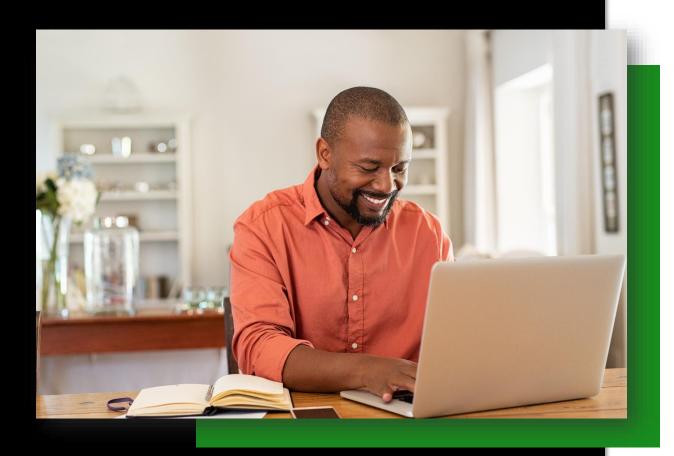


Excel Lookups Training: Prerequisites and Curriculum





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.)

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**.

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
Vlooku	os
	Lookup error corrections
Xlookup	os vs. Vlookups

