

Microsoft Excel Lookups Workshop: Prerequisites and Curriculum



About the Workshop

This Excel Workshop provides hands-on training in using XLOOKUP and VLOOKUP to retrieve and organize data efficiently. You'll learn how to match and pull information across tables, handle common errors, and structure formulas for accurate results. By the end, you'll be able to confidently use lookup functions to streamline reporting and work with real-world datasets.

Excel Software & Prerequisite Skills to Know

If you do not have the skills and software listed below, you will not be able to participate in the workshop.

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

Formatting (Font, borders, alignments, data types)

Filtering

Sorting

Mathematical operations and calculations (i.e. SUM, COUNT, MIN, MAX, AVERAGE, addition/subtraction, and multiplication/division)
