

Take Your XLOOKUP Skills Further Workshop: Prerequisites and Curriculum



About the Workshop

This workshop is for Excel users who already know basic XLOOKUP and want to use its final three arguments:

- If_not_found
- Match_mode
- Search_mode.

Through guided practice, you will learn how to show a message such as “Not Found” when Excel cannot find what you’re looking for, find the next higher or lower value when an exact match is unavailable, and search for wildcards or partial matches..

Basic XLOOKUP knowledge is required. Students should already understand lookup_value, lookup_array, and return_array and be able to write a simple XLOOKUP formula. This workshop builds on those skills.

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)

Xlookups
