

Webinar on

Using VLOOKUP, MATCH, And INDEX

Areas Covered

- Learning the arguments in the VLOOKUP function*
- Understanding the importance of absolute references within many lookup functions*
- Name cell ranges to make them absolute references*
- Using VLOOKUP to perform approximate matches*
- Using VLOOKUP to look up data from another worksheet*





Learning how VLOOKUP stops looking after it finds an initial match within a list

Exploring why VLOOKUP sometimes returns #N/A instead of the desired result

Seeing how the HLOOKUP function enables you to perform horizontal matches

Learning why the INDEX and MATCH combination often is superior to VLOOKUP or HLOOKUP

Using the MATCH function to find the position of an item on a list

This webinar the training will be delivered using Excel 2016 for Windows although, for users of earlier versions, most of the functionality is available in Excel 2010 and Excel 2013.

PRESENTED BY:

Cathy Horwitz - is an independent consultant specializing in Microsoft Office instruction. She has over 30 years of experience as a Microsoft Office instructor. Cathy is proficient in all levels of Excel, Word, PowerPoint, Outlook, and Access.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

Lookup formulas are far superior to manually searching for specific data elements in a spreadsheet. VLOOKUP, HLOOKUP, INDEX, and MATCH are some of the most well-known (and most useful) functions in Excel which are used to return data from other locations in worksheets. VLOOKUP enables you to quickly and easily look for value down a column of data and return a value from the same row in a different column. Perfect for when working with large tabular data.

INDEX and MATCH work in a similar way but provide more flexibility. If you handle large amounts of data in Excel, this webinar will help you tremendously. The training will be delivered using Excel 2016 for Windows although, for users of earlier versions, most of the functionality is available in Excel 2010 and Excel 2013. Participants should have a basic to intermediate understanding of Excel and the know basic use of functions, relative and absolute references.



Who Should Attend ?

Business Owners

CEO's / CFO's / CTO's

Managers, Accountants

CPA's, Financial Consultants

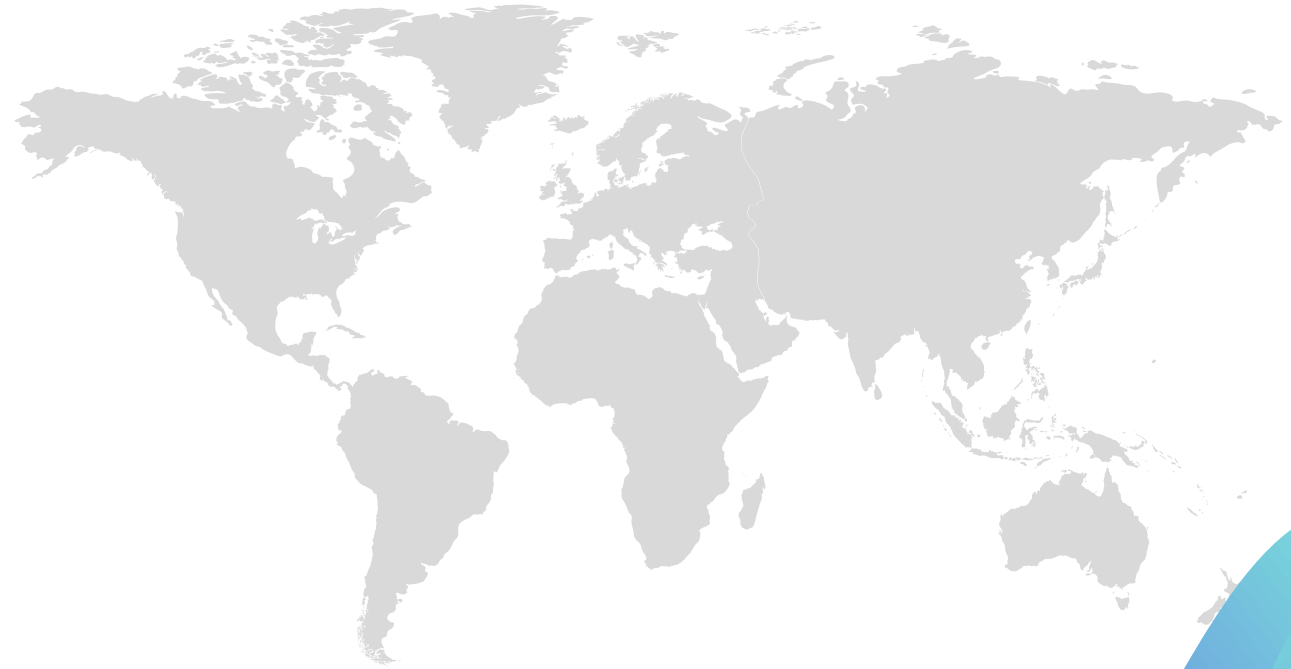
IT Professionals, Auditors

Human Resource Personnel

Bookkeepers, Marketers

Anybody with large amounts of Data

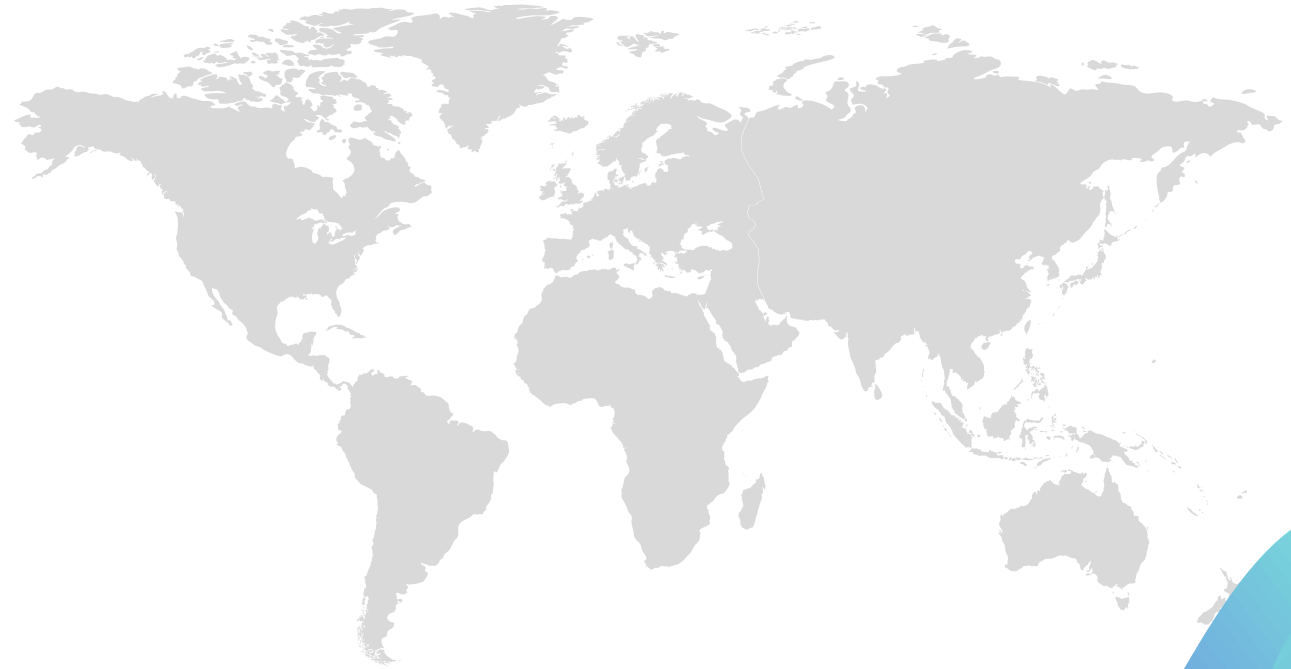
Anybody who uses Microsoft Excel on a regular basis, and wants to be more efficient and productive



Why Should Attend ?

This webinar is for any user of Excel who works with large amounts of data and has data in multiple worksheets. Learning about the lookup functions will allow you to match data between databases.

In just one fast-paced and informative training session, you'll learn how to use lookup functions to let you work with your data more efficiently, and gain powerful new tools to help you manipulate data and make better business decisions.



To register please visit:

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