Arrays: A Powerful Excel Tool

Course Description

Arrays in Microsoft Excel are a very powerful, yet generally unknown tool. Using array formulas allows you to perform tasks that may currently take more than one step, and consolidate them into one step, improving efficiency. Array formulas make it easier to perform tasks such as comparing and evaluating lists, mathematical operations, quantifying errors and identifying duplicates in data. Excel also has built in functions that may be used to work with arrays. These functions include SUMPRODUCT, the combination of the INDEX and MATCH functions and the AGGREGATE function. These functions will also be discussed.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.
CPE Credits: 2 (CPA)
Category: Computer Software and Applications
Prerequisite: This course is based on Excel 2007 thru Excel 20163. A basic understanding of file management (how to open and save files) is assumed. You should be comfortable using Excel at a basic level.
Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Recognize array formulas in mathematical operations
2. Identify the MATCH function and its uses in comparing lists
3. Recognize the use of ISNA and ISERROR to ignore and quantify errors in data
4. Recognize the use of COUNTIF as an array function to identify duplicates in data
5. Identify the SUMPRODUCT function and its uses when multiplying arrays
6. Recognize the combined INDEX and MATCH function as a tool to insert information or match two lists
7. Identify the uses of the AGGREGATE function