

Excel Illuminated

XLOOKUP

Course Description

In this presentation you'll get an overview of the new XLOOKUP function and see how it compares to both VLOOKUP, HLOOKUP and INDEX/MATCH, as well as the similarities that XLOOKUP has with the obsolete LOOKUP function in Excel. XLOOKUP is available to Office 365 subscribers, and is not available in Excel 2019, 2016, or any earlier versions. Some compelling aspects of XLOOKUP include the ability to look across rows or down columns, return data to the left or right of the lookup_value column, return results from multiple columns or rows, and much more. The presentation offers a detailed comparison of XLOOKUP versus the most commonly used look-up functions in Excel.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in the subscription-based Microsoft 365 version of Excel. David draws your attention to any differences in the older versions of Excel (2019, 2016, 2013, and earlier) during the presentation as well as in his detailed handouts. David also provides an Excel workbook that includes most of the examples he uses during the presentation.

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: Experience with Excel spreadsheets

Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Identify the purpose of Excel's XLOOKUP function.
2. State the purpose of the column_index_num argument within VLOOKUP.
3. Identify the number of criteria pairs that you can specify in the MAXIFS function.
4. State what the MATCH function returns when the lookup_value is found.