

# Excel Illuminated

## *Introduction to Lookup Functions*

### Course Description

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In this comprehensive presentation, Excel expert David Ringstrom, CPA, introduces you to several lookup functions, including VLOOKUP, HLOOKUP, MATCH, and CHOOSE. These powerful Excel functions allow you to rapidly develop accurate spreadsheets and look up information, such as pay rates, item prices, and accounting results, versus manually linking to specific cells. Step-by-step, David explains the context of when to use lookup functions, demonstrates troubleshooting techniques, and prepares you to deal with subtle issues that can prevent them from working properly.

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 webcast.

**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:** Basic

**CPE Credits:** 2 (CPA)

**Category:** Computer Software and Applications

**Prerequisite:** None

**Advanced Preparation:** None

### Course Learning Objectives

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After studying this course you will be able to:

1. State the purpose of the column\_index\_num argument within VLOOKUP.
2. Identify the arguments used by the SUMIF function.
3. Identify the data-integrity improvement the Table feature adds to VLOOKUP.