This course covers the following topics (any items marked with a * will be covered if time allows):

Advanced IFs

- Revision of single IFs
- Nesting =IF
- =IFS and =SWITCH

Lookup functions

- The XLOOKUP function
- VLOOKUP for continuous values
- VLOOKUP for exact matches
- Data validation for exact matches

Advanced lookup functions

- The XMATCH function
- Combining =INDEX and =MATCH
- The OFFSET function

Text functions

- Basic text functions
- Finding and replacing text
- Extracting and joining text

Multiple worksheets

- Group editing
- Formulae across sheets
- 3D summing across sheets

Advanced tables

- Removing duplicates
- Advanced filters (multiple criteria)
- Adding and removing subtotals
- Grouping/outlining controls

Pivot tables

- Creating pivot tables
- Changing the aggregation function
- Drilling down
- Filtering and sorting

Advanced pivot tables

- Grouping fields
- Showing % of grand totals, etc
- Slicers and timelines

Getting data (was Power Query)

- Using different data sources
- Query steps
- Massaging data before loading it
- The "Column by example" transform

Advanced charts (*)

- Combination charts
- Regression and trendlines
- Picture charts
- Sparklines

Scenarios (*)

- Creating what-if scenarios
- The scenario manager

Goal-seeking (*)

- Targeting a given value
- Setting the number of iterations

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works here. For more information, see https://www.wiseowl.co.uk/.