



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

<p>Advanced IFs</p> <ul style="list-style-type: none">• Revision of single IFs• Nesting =IF• =IFS and =SWITCH	<p>Multiple worksheets</p> <ul style="list-style-type: none">• Group editing• Formulae across sheets• 3D summing across sheets	<p>Getting data (was Power Query)</p> <ul style="list-style-type: none">• Using different data sources• Query steps• Massaging data before loading it• The "Column by example" transform
<p>Lookup functions</p> <ul style="list-style-type: none">• The XLOOKUP function• VLOOKUP for continuous values• VLOOKUP for exact matches• Data validation for exact matches	<p>Advanced tables</p> <ul style="list-style-type: none">• Removing duplicates• Advanced filters (multiple criteria)• Adding and removing subtotals• Grouping/outlining controls	<p>Advanced charts (*)</p> <ul style="list-style-type: none">• Combination charts• Regression and trendlines• Picture charts• Sparklines
<p>Advanced lookup functions</p> <ul style="list-style-type: none">• The XMATCH function• Combining =INDEX and =MATCH• The OFFSET function	<p>Pivot tables</p> <ul style="list-style-type: none">• Creating pivot tables• Changing the aggregation function• Drilling down• Filtering and sorting	<p>Scenarios (*)</p> <ul style="list-style-type: none">• Creating what-if scenarios• The scenario manager
<p>Text functions</p> <ul style="list-style-type: none">• Basic text functions• Finding and replacing text• Extracting and joining text	<p>Advanced pivot tables</p> <ul style="list-style-type: none">• Grouping fields• Showing % of grand totals, etc• Slicers and timelines	<p>Goal-seeking (*)</p> <ul style="list-style-type: none">• 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](https://www.wiseowl.co.uk/). For more information, see <https://www.wiseowl.co.uk/>.