



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

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

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/>.