# Microsoft Excel 2016 Data Analysis, Part 2 of 4: Lookups and DataTables

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**Meet the expert:** Sondra Nelson is a Microsoft Certified Trainer and has been teaching Microsoft Office for over 15 years. She has teaching and consulting experience with high school students, college students and corporate employees.

**Prerequisites:** This course is designed for students with a base knowledge of Excel and want to learn higher-level skills to display data and perform functions. Students should know how to perform calculations, modify worksheets, format worksheets, print workbooks and manage workbooks.

**Runtime:** 01:04:19

**Course description:** Excel contains an endless amount of useful data tools to help you sift, sort, and present data. Explore some of these convenient tools including Lookup functions, Data Tables, Validating Cells, and tools for filtering data and creating charts and graphics, in this examination of Excel data tools. Some specific items to be covered include VLOOKUP and HLOOKUP functions, creating, managing, and manipulating data in tables, and setting up validation rules for cells in data sets to help reduce errors and speed up data entry.

**Course outline:**

**Lookup Functions**
- Introduction
- Using Lookup Functions
- VLOOKUP and HLOOKUP Functions Demo
- Demo: Lookup Functions
- Summary

**Data Tables**
- Introduction
- Creating Data Tables
- Demo: Creating a Table
- Demo: Data Table Calculation
- Data Management
- Demo: Data Management
- Summary

**Validating Cells**
- Introduction
- Validating Cell Entries
- Validation Demos
- Demo: Date Validation
- Demo: Value Validation
- Demo: Populate Data Area
- Demo: Custom Validation
- Summary

**Filtering**
- Introduction
- Filtering
- Filter Demo
- Demo: Filter in the Table Header
- Demo: Slicers
- Summary

**Charting and Graphics**
- Introduction
- Charting
- Bubble Chart Demo
- Demo: Create a Chart
- Combining Charts
- Demo: Combining Charts
- Graphics
- Graphics Demos
- Demo: Using Graphics in Excel
- Summary