Microsoft Excel 365 Data Analysis, Part 2 of 4: Lookups and DataTables

Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

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.

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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: 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
• Demo: Date Validation
• Demo: Value Validation
• Demo: Populate Data Area
• Demo: Custom Validation
• Summary

Filtering
• Introduction

• Filter Demo
• Filtering
• Demo: Filter in the Table
  Header
• Demo: Slicers
• Summary

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