enliten
TRAINING SOLUTIONS

Microsoft 365 – Excel Modern Functions
½ Day Course

Overview

Excel 365 has changed with Microsoft adding a tranche of powerful new functions to simplify tasks, streamline formulas, and make your spreadsheets more dynamic. If you're still using VLOOKUP, IF, and COUNTIF, you're missing out on what's now possible.

On this session, we will investigate the latest Excel 365 time saving functions for filtering, sorting, and extracting data; ways to manipulate text, and stack arrays.

Audience

Experienced Excel users ready to learn new functions that can bridge the gap between what's new and this is how we always used to do it.

Course Objectives

At the end of this course, delegates will be able to take advantage of Excel's latest functions to transform how you work with data.

Prerequisites

This course assumes attendance of our Excel Intermediate course (or equivalent knowledge).

Course Contents (½ day)

- Filter & Sort Functions
  - Sort
  - Sortby
  - Unique
  - Filter
  - Unique
- Lookup Functions
  - Xlookup
  - Xmatch
- Logic
  - Ifs
- Text Functions
  - Textafter / Textbefore
  - Textsplit
  - Regexextract
  - Regexreplace

- Array Functions
  - Tocol / Torow
  - Vstack / Hstack
  - Trimrange
  - Scan
  - Choosecols / Chooserows
  - Wrapcols / Wraprows
  - Drop / Take
  - Randarray / Sequence
- Dynamic Tables
  - Groupby
  - Pivotby
  - Percentof

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.