

**Excel Functions: Lookup and Logical**

**Course Number:** OFC-130  
**Duration:** 0.5 days

**Overview**

Once a data table has been added to Excel, we regularly want to compare the data against existing data or categories and find ways to combine the new information with existing concepts. This Microsoft Excel Lookup and Logical Functions training course teaches attendees how to use functions like VLOOKUP to combine tables or find a position within a range, and logical functions like IF to build categories.

**Prerequisites**

All students must have some experience with Excel functions.

**Materials**

All Excel training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Excel.

**Objectives**

* Combine and compare tables with VLOOKUP and INDEX and MATCH
* Upgrade table combinations with XLOOKUP and Power Query
* Categorize data with logical functions
* Use Boolean comparisons to color-code spreadsheets

**Outline**

* Introduction to Lookup and Logical Functions
  + Course Introduction
  + Function Family Overview
  + Use Cases for These Functions
* Lookup Functions
  + VLOOKUP
  + INDEX and MATCH
  + Modern Lookup Functions
  + Modern Dynamic Array Functions
* Logical Tests
  + Boolean Comparisons
  + Conditional Formatting
  + Data Validation
* Logical Functions
  + IF
  + CHOOSE and SWITCH
  + AND and OR
  + Additional Logical Functions
* Conclusion