

## Lookup and Reference 2013

When you are faced with a large block of data, it is often useful to be able to pull specific pieces of information from that data. Using Lookup and Reference functions help to make that process efficient and manageable.

**WHO SHOULD ATTEND:** If you are using Excel to store information, then understanding how Lookup and Reference functions work could be very useful. Equally as important is if you using other peoples spreadsheets and understand how they use these functions.

**EXPERIENCE NEEDED:** Delegates should have an understanding of the Windows operating system. Delegates should have a good understanding of Microsoft Excel or alternatively should have attended our Essential Excel, Formatting 1 courses. In addition being comfortable with the Managing Lists module would be useful.

- Using VLOOKUP/HLOOKUP
  - Exact match
  - Nearest lowest match
- Using LOOKUP
- Using INDEX and MATCH
- Using IFERROR