



# Using Lookup Functions and Formula Auditing in Excel 2016

Course ID #: 7000-518-ZZ-Z

Hours: 2

## Course Content

### Course Description:

This course will help you develop the ability to create the advanced functions and formulas you need to perform complex calculations in Excel. In addition, it will give you the skills to audit your workbook content to find, troubleshoot, and correct errors or issues in your Excel data.

### Target Student:

This course is intended for students who are experienced Excel 2016 users and have a desire or need to advance their skills in working with some of the more advanced Excel features.

### Topics:

#### Lesson 1: Using Lookup Functions and Formula Auditing

##### Topic A: Use Lookup Functions

- Lookup Functions
- The VLOOKUP Function
- The HLOOKUP Function
- The MATCH Function
- The INDEX Function
- The TRANSPOSE Function
- How to Use Lookup Functions
- Using Lookup Functions

##### Topic B: Trace Cells

- Precedent and Dependent Cells
- The Trace Precedents and Trace Dependents Commands
- Trace Arrows
- The Go To Dialog Box and Trace Arrows
- The Remove Arrows Options
- How to Trace Precedent and Dependent Cells
- Tracing Precedent and Dependent Cells

##### Topic C: Watch and Evaluate Formulas

- The Watch Window
- Formula Evaluation
- The Evaluate Formula Dialog Box
- How to Watch and Evaluate Formulas
- Watching and Evaluating Formulas