Microsoft® Excel 365 – New Functions and Formulas (Online Training)

Online Training Course Content

Course Objective: Excel 365 has many exciting new functions which are not included in other versions of Office (2019 and earlier). These either have been a part of Excel 365 for years, or have been added through monthly updates to the software. In this class, students will learn how to use these new Logical, Lookup, and Dynamic Array functions in formulas.

Prerequisites: Students should be familiar with how to create formulas using intermediate functions in Excel like SUMIFS, COUNTIFS, AVERAGEIFS and have been exposed to VLOOKUP.

Course Requirements: In order to ensure you have access to all functions taught in this class, be sure your Office 365 Account settings are set to Current Channel. If you have any questions about how to check for this, please be sure to contact us.

Lesson 1: Improved Lookup Functions

- The superior lookup function, XLOOKUP
- Return a position or count values with XMATCH

Lesson 2: Using Logical Functions

- Summarize data using MINIFS, MAXIFS
- Test multiple conditions with IFS

Lesson 3: Data Modification using Formulas

- Joining data strings using CONCAT and TEXTJOIN
- Replace values with SWITCH

Lesson 4: Dynamic Array Functions

- FILTER returns a filtered array
- Create a sorted array with either SORT or SORTBY
- UNIQUE builds an array of all distinct values
- Use SEQUENCE to create consecutive data
- Build an array of random values with RANDARRAY

Lesson 5: Use Variables in a Formula

- LET function
- Use FILTER and SEQUENCE in LET