



MICT SETA accredited ACC/2011/07/066 Est. October 2003

COLLEGE AFRICA GROUP (CAG)

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Advanced Excel Part 3 – Modern Excel & Microsoft 365

Modern Excel & Microsoft 365

MODERN LOOKUP FUNCTIONS

XLOOKUP | XLOOKUP vs VLOOKUP | Exact & approximate matches | Left/right lookups
| XMATCH

DYNAMIC ARRAYS & SPILL FORMULAS

Dynamic Arrays | Spill formulas & ranges | Spill operator # | #SPILL! errors
FILTER | SORT | SORTBY | UNIQUE | SEQUENCE | Combining Dynamic Array functions

MODERN EXCEL FORMULA FUNCTIONS

LET | IFS | SWITCH | MAXIFS | MINIFS | TEXTJOIN | CONCAT

STOCKS & LINKED DATA TYPES

Stocks Data Type | Company names & tickers | Price | Market cap | Exchange | Using
Stocks data in formulas
Build a simple share information worksheet

GEOGRAPHY & LINKED DATA

Geography Data Type | Countries, cities & locations | Extract linked geographic
information

USEFUL MICROSOFT 365 EXCEL FEATURES

Insert Data from Picture | Analyse Data | Recommended Charts | Modern productivity
features

PRACTICAL MODERN EXCEL APPLICATIONS

Automatically updating lists | Dynamic extraction | Dynamic de-duplication |
Automatic sorting & filtering

Replacing complex older formulas | Combining XLOOKUP with Dynamic Arrays |
Efficient reporting worksheets

PRACTICAL EXERCISES & COURSE REVIEW

XLOOKUP exercise | Spill & Dynamic Array exercise | Stocks exercise | Combined
functions exercise

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