

Lecture 3. Excel basics (ii)

Curriculum

Lookup, aggregation, and filtering.

- Knowledge of the INDEX functions, XMATCH function, and how they work together.
- Understanding the modern look up function XLOOKUP.
- Some uses of the important functions UNIQUE and FILTER.
- Using FILTER in data aggregation tasks.
- Gain an understanding of how to use the lookup functions, FILTER, and UNIQUE to perform tasks of intermediate complexity.
- Using intermediate calculations to handle hard problems.

Miscellaneous

- Introduction to [data tables](#). This article contains more information than I went through in the lecture, and you should read it.
- We have a cursory look at conditional formatting and very basic charts.
- In addition, we consider basic use of data validation, i.e., making drop down lists.
- Ranking and ordering using RANK.EQ, RANK.AVG, SORT, and SORTBY. Knowledge of sorting using Excel buttons.

Recommended resources

The [Wise Owl Training](#) site has several exercises on lookup functions. They also have exercises covering other Excel topics.

You will be exposed to the function VLOOKUP outside of this course. It's worth it to spend some minutes understanding the difference between XLOOKUP and VLOOKUP, see e.g. [this video](#).

Data validation and conditional formatting are bigger topics that it would seem from our coverage. You can read more about them on ExcelJet or elsewhere.