EXC-RD - Comparing and searching data with Microsoft Excel

Microsoft - Excel - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to provide participants with a specific knowledge of logical functions, search functions and data management with MS Office Excel. The course applies to the various versions of Microsoft Excel that are available on the market.

Programma

1. Logical functions and search functions
• The logical IF function
• Analysis of the IF function: nested functions
• The VLOOKUP function
• Using the INDEX and the MATCH functions to search a database
2. Comparing data
• Working with multiple Excel worksheets/workbooks
• Filters
• Matching data functions
• Data concatenation

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