

training code: EX03\_N365 / ENG AA 1d / EN

# Review of new features in MS Excel 365

Content of this training is mainly aimed at people that already are using MS Excel, but don't use the newest features that are available in currently very popular MS Excel 365 version.



## Training recipients

The training is designed for people with at least moderate experience with excel. Training doesn't focus on any particular group of functions but instead in design to show new and more efficient ways of analyzing data in excel. If you are still using functions like VLOOKUP or IF this training will open your eyes for new and easier ways of working with excel with new functions and tools.



## Benefits

- Learn about new functions
- Compare old functions with their new better versions
- Find out more about new Spill functionality
- Get a huge package of knowledge about new tools and functions that will help with day to day tasks



## Training program

1. Filtering and sorting
  - a. FILTER
  - b. SORT, SORTBY
2. Working with data ranges
  - a. CHOSECOLS, CHOSEROWS

- b. UNIQUE
  - c. TOROW, TOCOL
  - d. SEQUENCE
  - e. DROP, TAKE
  - f. VSTACK, HSTACK
- 3. Lookup functions
  - a. XLOOKUP
- 4. Logical functions
  - a. IFS
- 5. Working with texts
  - a. TEXTJOIN, TEXTSPLIT
  - b. TEXTBEFORE, TEXTAFTER
  - c. ARRAYTOTEXT
- 6. Importing data from pictures
- 7. Automatic data analysis
- 8. Creating variables
  - a. LET
- 9. New navigation pane VIEW / NAVIGATION



### Expected preparation of the participant

Medium to advanced level of knowledge about excel or attending EX03 training



### Duration

1 days / 7 hours

### Language

Polish or English