New Excel Functions:
Excel 2019 and Microsoft 365

Course Description

This course overviews some new features and functions that Microsoft offers in Excel 2019 and/or Microsoft 365. The course has an accompanying workbook.

The course introduces the concept of dynamic arrays and related formulas such as SORT(), SORTBY() and Filter(). XLOOKUP() is an update and is intended to effectively replace VLOOKUP(). XLOOKUP() is a must know function and totally improves all the problems of VLOOKUP(). UNIQUE() allows you to identify unique values in a range. The course also covers CONCAT() and TEXTJOIN() which are new text functions that Excel has introduced. CONCAT() is intended to replace the older CONCATENATE().

The course ends with a discussion of some other new functions including IFS(), SWITCH() and MINIFS().

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase.

Course Level: Overview
CPE Credits: 1 (CPA)
Category: Computer Software and Applications
Prerequisite: You need Excel 2019 and/or Microsoft 365 to use these functions.
Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Identify the definition of an array
2. Recognize how a dynamic array works
3. Recognize new Excel functions and how to use them