

Microsoft Excel Tutorials – VLOOKUP function

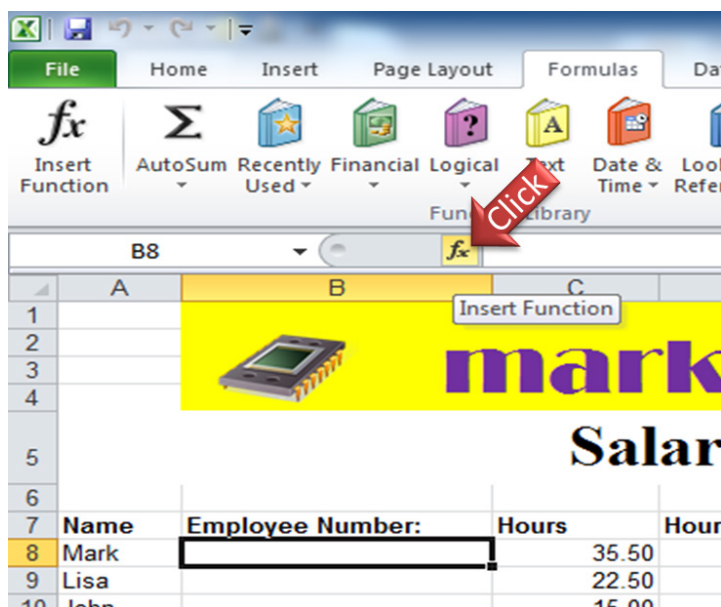
Purpose of tutorial: Use the VLOOKUP function for vertically looking up a value based upon a list item. Looks up data from a separate table and returns a value after searching vertically down the list.

Accessing the commands: Select the cell requiring a value to be looked up and returned > Paste function button and search for VLOOKUP

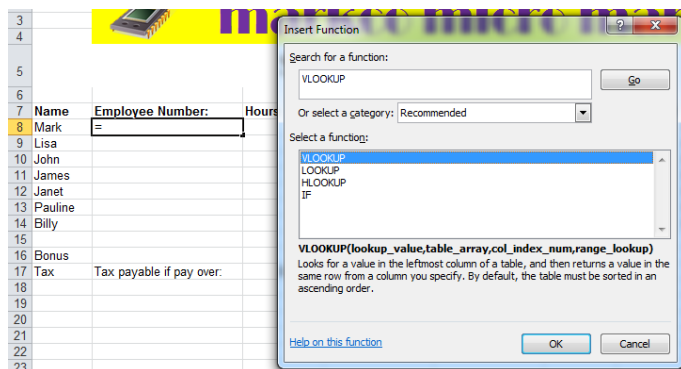
OR ... Formulas Ribbon > Insert Function > VLOOKUP

Screenshot:

Clicking the Insert Function button upon the formula editing bar as shown:



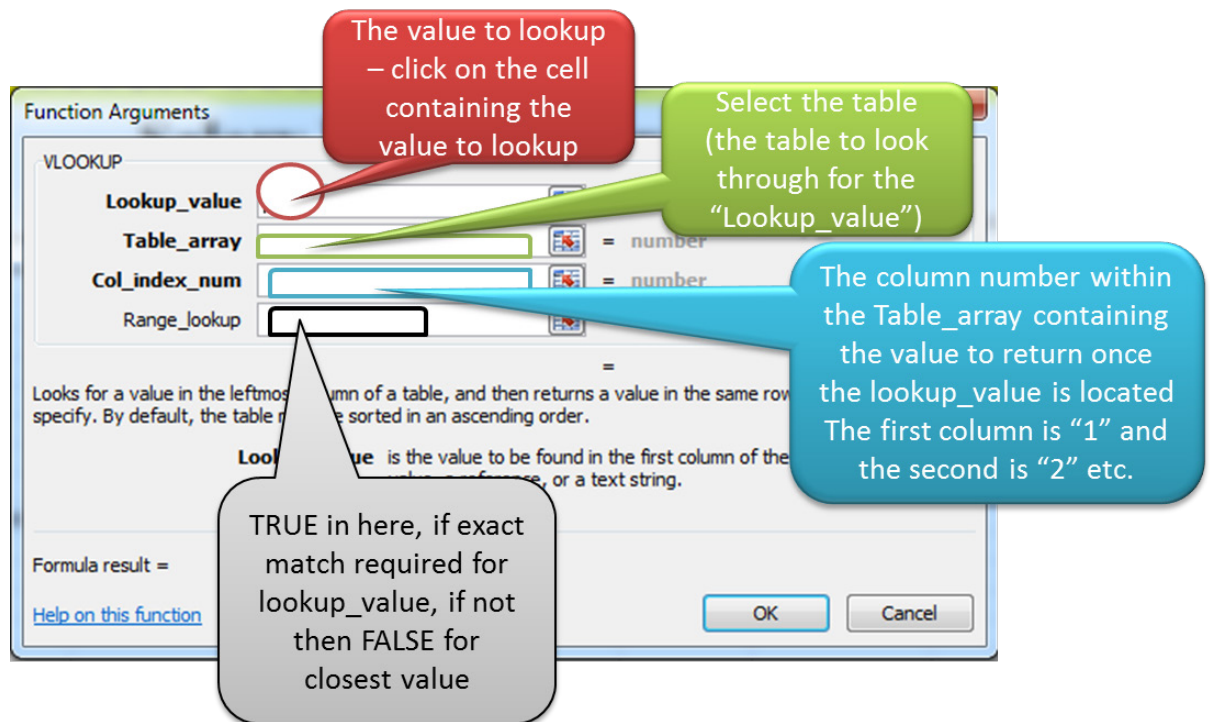
Once the Insert Function button is pressed, the following screenshot shows the dialog box:



Microsoft Excel Tutorials – VLOOKUP function

Step by step process:

1. Click "Insert Function" button upon the formula editing bar
2. Within the Insert Function dialog box, search for VLOOKUP
3. Select VLOOKUP from the function list and click OK
4. Complete the dialog box for the function as follows:



5. Click OK

Note: Use absolute referencing where required to enable formulae fill across ranges. It is the same process and very similar input for LOOKUP and HLOOKUP

Summary of Function completion:

Lookup_value ... the value to search another list for (the lookup table should be in alphabetical or numerical order to enable an exact match)

Table_array ... the table to search through for the above Lookup_value. In other words, select the whole of the table to search for the value and to look for the return value

Col_index_num ... the column number to return. The first column of the lookup table is the value 1. The second column of the lookup table is the value 2. And, so on. Place the column number of the value to be returned from within the lookup table

Range_lookup ... place the word TRUE if the match must be perfect or the word FALSE if the first closest match is acceptable.