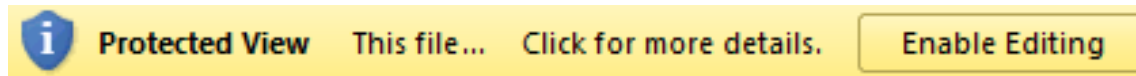# Before you begin

If a yellow security bar appears at the top of the screen in PowerPoint, click **Enable Editing**.

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Microsoft® Excel® 2010 Training

**VLOOKUP: What it is,
and when to use it**

Course contents

- **Overview:** What's that function?

- **Lesson:** Includes five instructional movies

- **Suggested practice tasks**

- **Test**

- **Quick Reference Card**
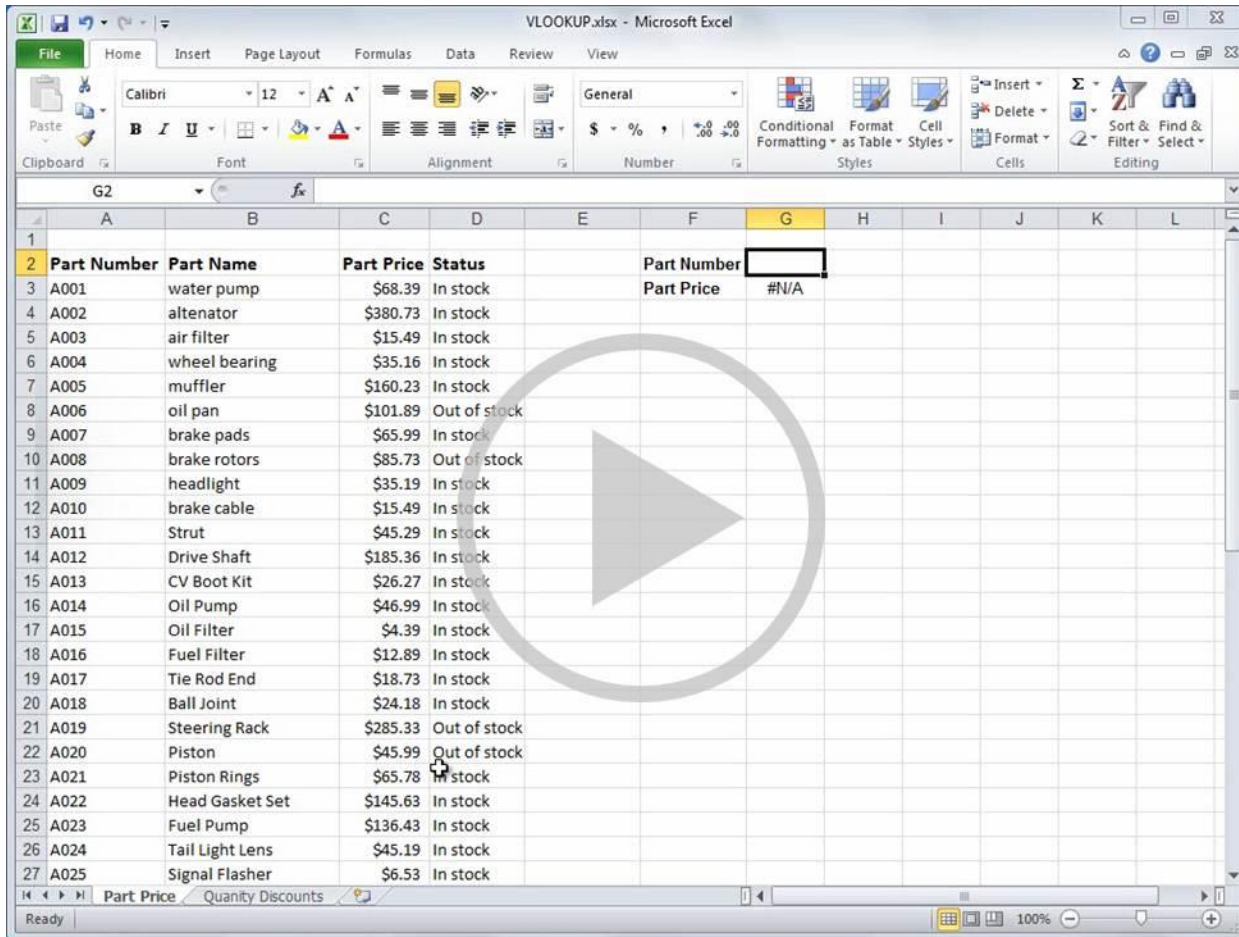
Overview: What's that function?

In this course, you'll learn how to use VLOOKUP to look up a value you want to find in an Excel list or table.

Using VLOOKUP is similar to looking up a person's name in a telephone book to get a telephone number. VLOOKUP looks at a value in one column, and finds its corresponding value on the same row in another column.

Course goals

- Enter VLOOKUP arguments in a formula.

- Use VLOOKUP to find values in Excel lists or tables.

- Avoid VLOOKUP errors.

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Introduction to VLOOKUP

Point to the bottom of the video to see the video controls. Drag or point along the progress bar to move forward or go back.

How, and when, to use VLOOKUP

Point to the bottom of the video to see the video controls. Drag or point along the progress bar to move forward or go back.

Using more than one spreadsheet with VLOOKUP
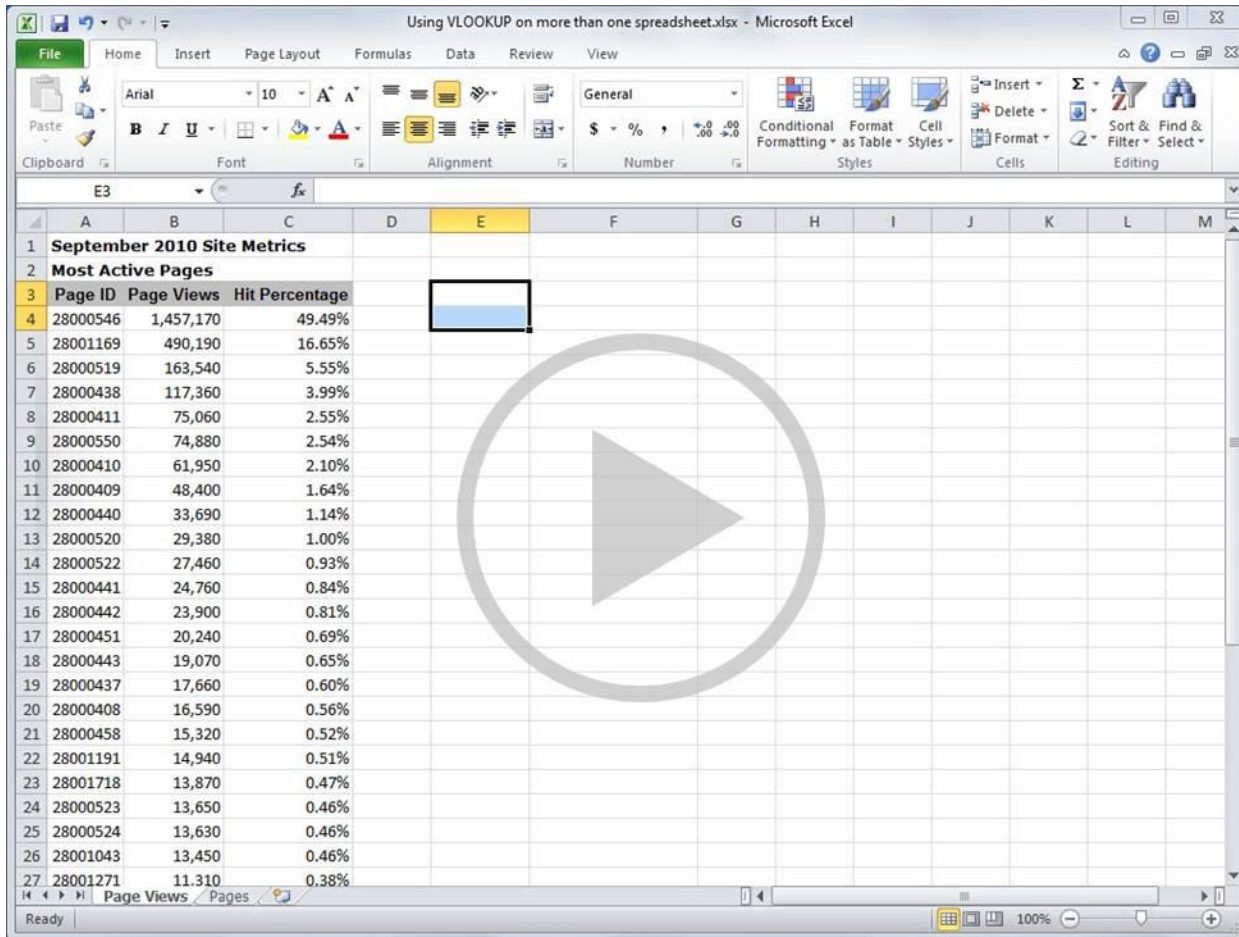
Point to the bottom of the video to see the video controls. Drag or point along the progress bar to move forward or go back.

Using absolute cell references with VLOOKUP
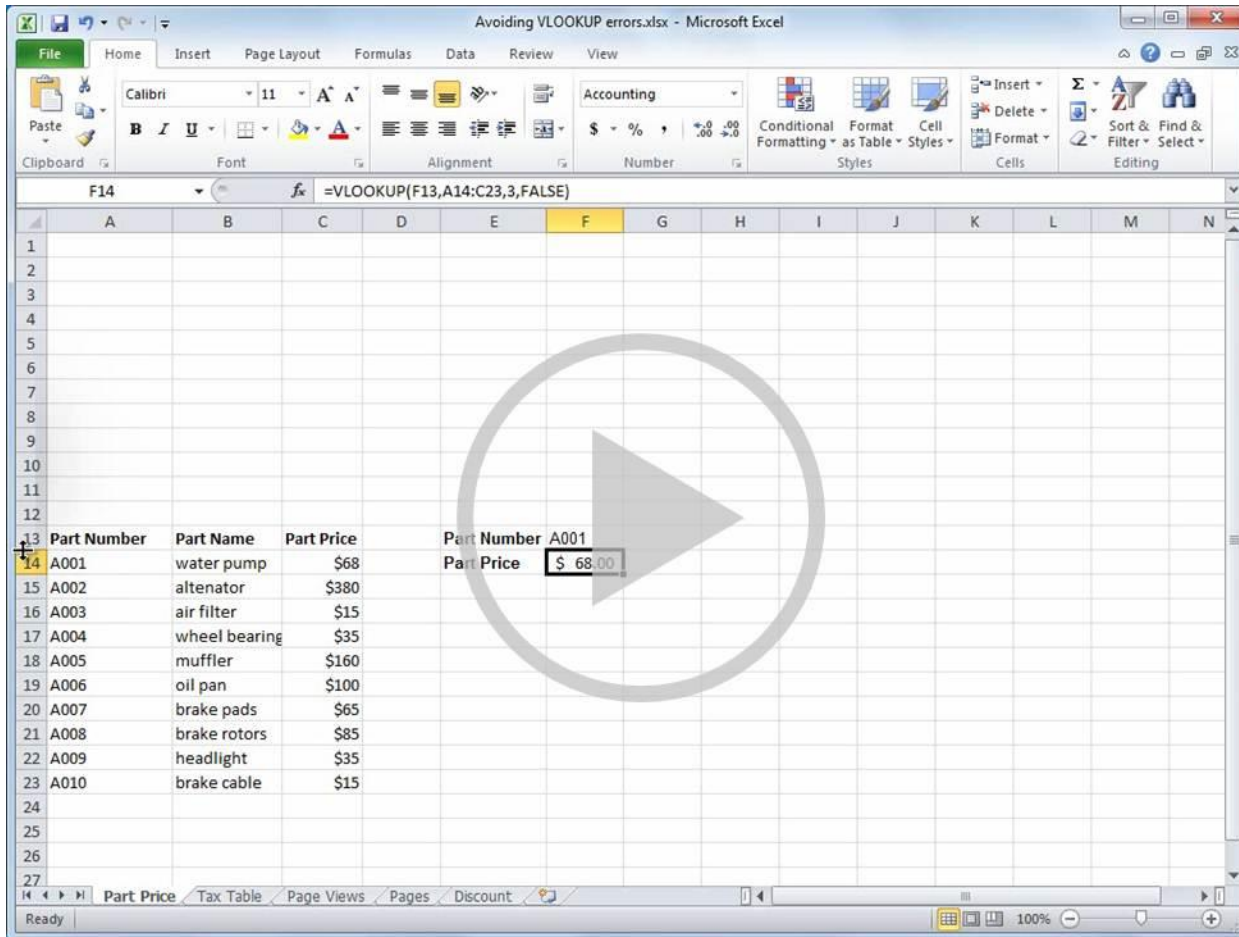
Point to the bottom of the video to see the video controls. Drag or point along the progress bar to move forward or go back.

Avoiding VLOOKUP errors

Point to the bottom of the video to see the video controls. Drag or point along the progress bar to move forward or go back.

Suggestions for practice

1. Use VLOOKUP.

2. Use absolute cell references in a VLOOKUP formula you copy down a column.

3. Use a named range in a VLOOKUP formula.

4. Use VLOOKUP on more than one spreadsheet.

5. Use VLOOKUP to look up a discount.

6. Bonus exercise: Create an Excel table.

Online practice (requires Excel 2010)

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Test question 1

The **lookup_value** argument (the value you are searching for) must be in the **leftmost** column of your list or table. (Pick one answer.)

1. True.

2. False.

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Test question 1

The lookup_value argument (the value you are searching for) must be in the leftmost column of your list or table.

Answer:

1. **True.**

Excel looks for the lookup_value in the first, or leftmost column of your list or table. If the lookup_value is in some other column, VLOOKUP won't work.

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Test question 2

What is the table_array argument? (Pick one answer.)

1. The lookup table.

2. Where you want to search.

3. Both of the above.

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Test question 2

What is the table_array argument?

Answer:

3. **Both of the above.**

The table_array argument is also called the lookup table. It's where you want VLOOKUP to search.

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Test question 3

What is the col_index_num argument? (Pick one answer.)

1. The column number for your search result column.

2. The column heading for your search result column.

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Test question 3

What is the col_index_num argument?

Answer:

1. **The column number for your search result column.**

You count, starting at one with the leftmost column across the list or table to get the number of the column that contains the search result.

Test question 4

The range_lookup argument is either True, or False. With False, you get which of the following? (Pick one answer.)

1. An approximate match.

2. An exact match.

Test question 4

The range_lookup argument is either True, or False. With False, you get which of the following?

Answer:

2. **An exact match.**

False is an exact match.

Test question 5

If your range_lookup argument is True, you need to sort the leftmost column in ascending order. (Pick one answer.)

1. True.

2. False.

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Test question 5

If your range_lookup argument is True, you need to sort the leftmost column in ascending order.

Answer:

1. **True.**

Sort the leftmost column in ascending order (or from a through z), or you may get the wrong results.

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Test question 6

When you use VLOOKUP, you must do which of the following? (Pick one answer.)

1. Have a list or table arranged in vertical columns.

2. Use a lookup_value in the leftmost column of the lookup table.

3. Use the column number, counting from the left, that contains the search result.

4. Indicate whether the range_lookup is True (approximate) or False (exact).

5. All of the above.

Test question 6

When you use VLOOKUP, you must do which of the following?

Answer:

5. **All of the above.**

Now you know the VLOOKUP essentials!

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Quick Reference Card

For a summary of the tasks covered in this course, view the [Quick Reference Card](.).