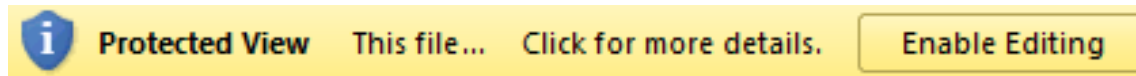


Before you begin

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?



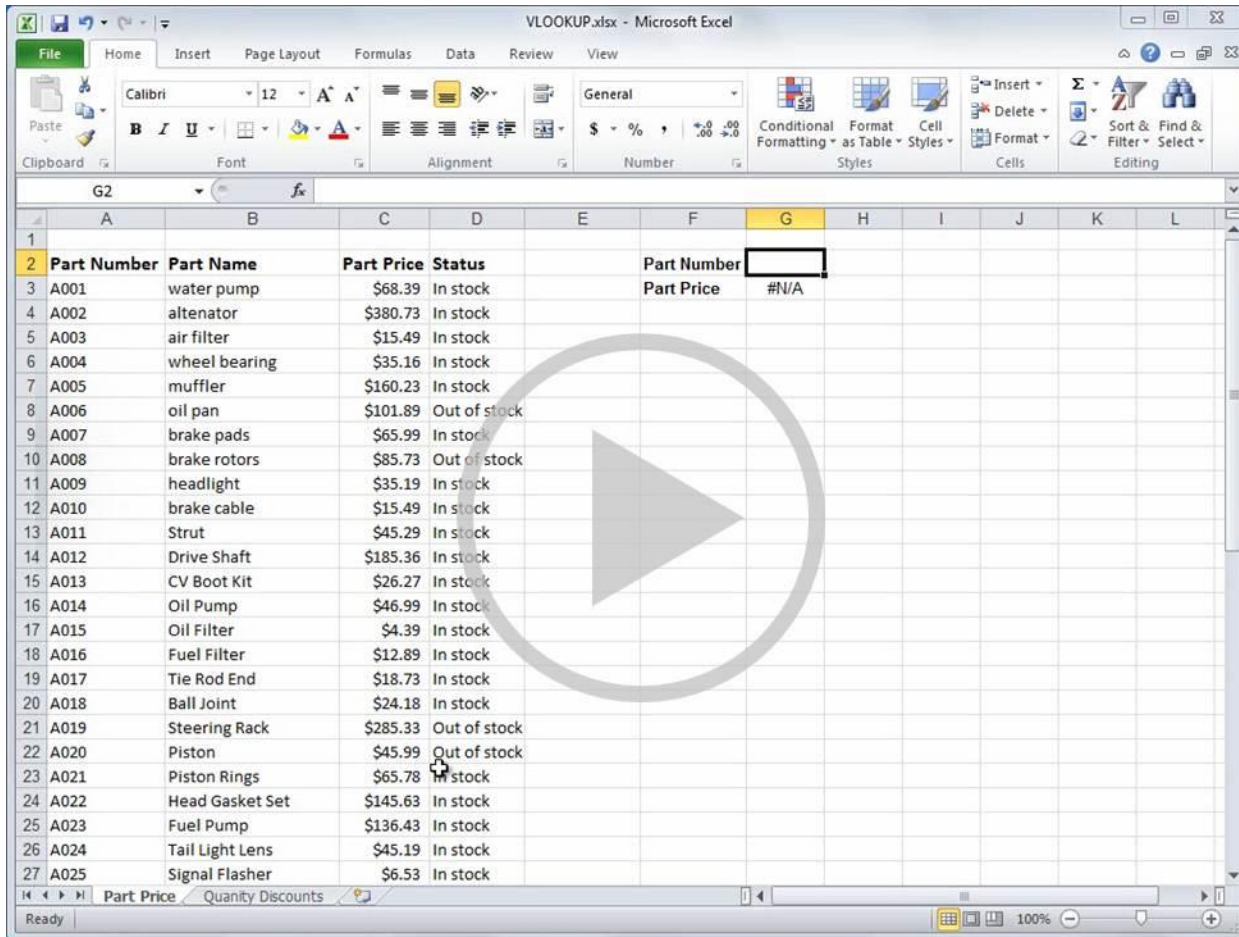
In this course, you'll learn how to use VLOOKUP to look up a value you want to find in an Excel list or table.

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.

Introduction to VLOOKUP



VLOOKUP.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 12

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Find & Filter Select

G2

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	Part Number	Part Name	Part Price	Status		Part Number						
3	A001	water pump	\$68.39	In stock		Part Price	#N/A					
4	A002	altenator	\$380.73	In stock								
5	A003	air filter	\$15.49	In stock								
6	A004	wheel bearing	\$35.16	In stock								
7	A005	muffler	\$160.23	In stock								
8	A006	oil pan	\$101.89	Out of stock								
9	A007	brake pads	\$65.99	In stock								
10	A008	brake rotors	\$85.73	Out of stock								
11	A009	headlight	\$35.19	In stock								
12	A010	brake cable	\$15.49	In stock								
13	A011	Strut	\$45.29	In stock								
14	A012	Drive Shaft	\$185.36	In stock								
15	A013	CV Boot Kit	\$26.27	In stock								
16	A014	Oil Pump	\$46.99	In stock								
17	A015	Oil Filter	\$4.39	In stock								
18	A016	Fuel Filter	\$12.89	In stock								
19	A017	Tie Rod End	\$18.73	In stock								
20	A018	Ball Joint	\$24.18	In stock								
21	A019	Steering Rack	\$285.33	Out of stock								
22	A020	Piston	\$45.99	Out of stock								
23	A021	Piston Rings	\$65.78	In stock								
24	A022	Head Gasket Set	\$145.63	In stock								
25	A023	Fuel Pump	\$136.43	In stock								
26	A024	Tail Light Lens	\$45.19	In stock								
27	A025	Signal Flasher	\$6.53	In stock								

Part Price Quantity Discounts

Ready

100%

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.

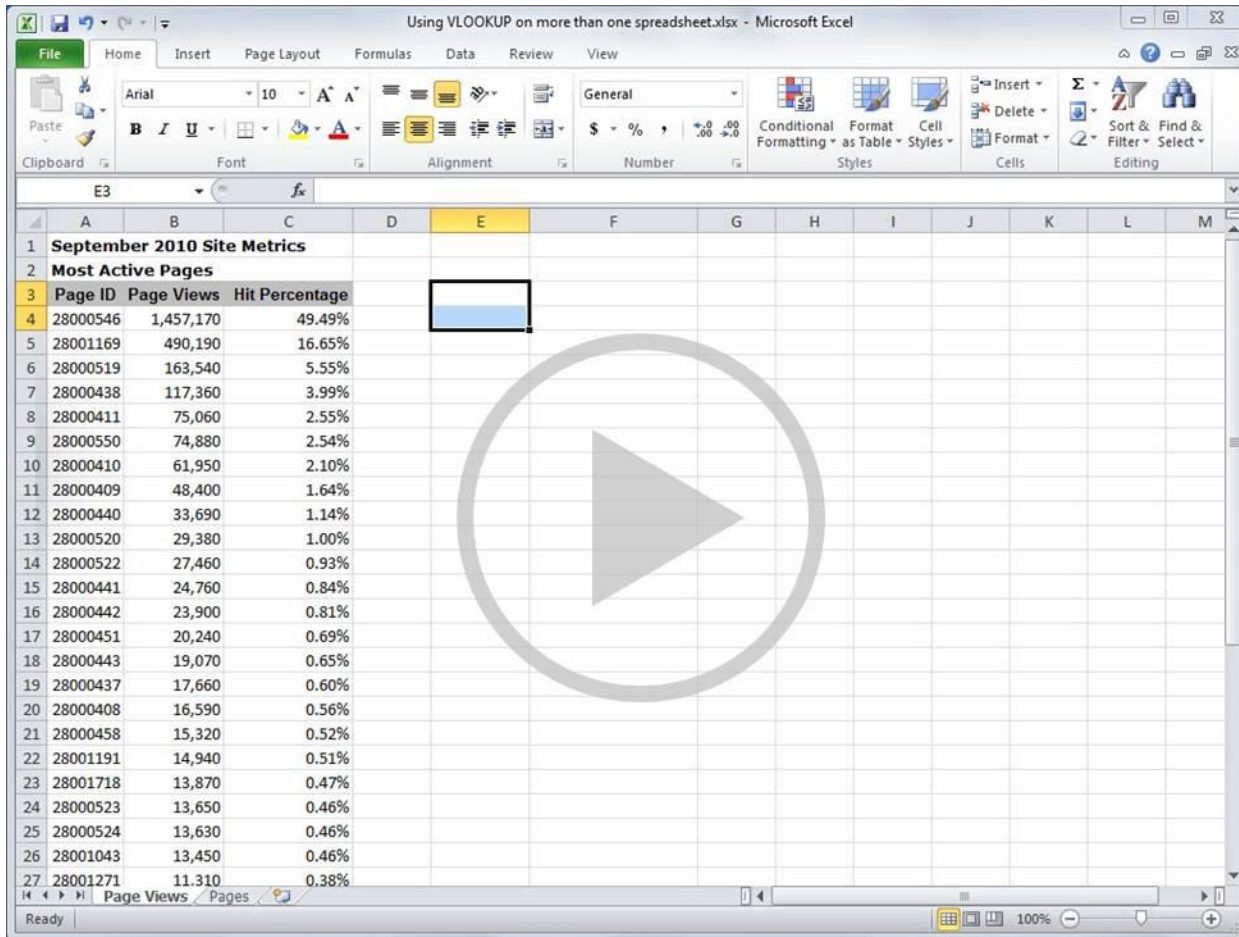
How, and when, to use VLOOKUP

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "How, and when to use VLOOKUP.xlsx". The formula bar displays the formula `=VLOOKUP(G2,A3:D42,3,FALSE)`. The spreadsheet contains a table of car parts with columns for Part Number, Part Name, Part Price, and Status. A large play button icon is overlaid on the spreadsheet. The status bar at the bottom shows "Ready" and "100%" zoom.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		Part Number	Part Name	Part Price	Status		Part Number A029						
3	A001	water pump	\$68.39	In stock		Part Price	\$ 3.43						
4	A002	altenator	\$380.73	In stock									
5	A003	air filter	\$15.49	In stock									
6	A004	wheel bearing	\$35.16	In stock									
7	A005	muffler	\$160.23	In stock									
8	A006	oil pan	\$101.89	Out of stock									
9	A007	brake pads	\$65.99	In stock									
10	A008	brake rotors	\$85.73	Out of stock									
11	A009	headlight	\$35.19	In stock									
12	A010	brake cable	\$15.49	In stock									
13	A011	Strut	\$45.29	In stock									
14	A012	Drive Shaft	\$185.36	In stock									
15	A013	CV Boot Kit	\$26.27	In stock									
16	A014	Oil Pump	\$46.99	In stock									
17	A015	Oil Filter	\$4.39	In stock									
18	A016	Fuel Filter	\$12.89	In stock									
19	A017	Tie Rod End	\$18.73	In stock									
20	A018	Ball Joint	\$24.18	In stock									
21	A019	Steering Rack	\$285.33	Out of stock									
22	A020	Piston	\$45.99	Out of stock									
23	A021	Piston Rings	\$65.78	In stock									
24	A022	Head Gasket S	\$145.63	In stock									
25	A023	Fuel Pump	\$136.43	In stock									
26	A024	Tail Light Lens	\$45.19	In stock									
27	A025	Signal Flasher	\$6.53	In stock									

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

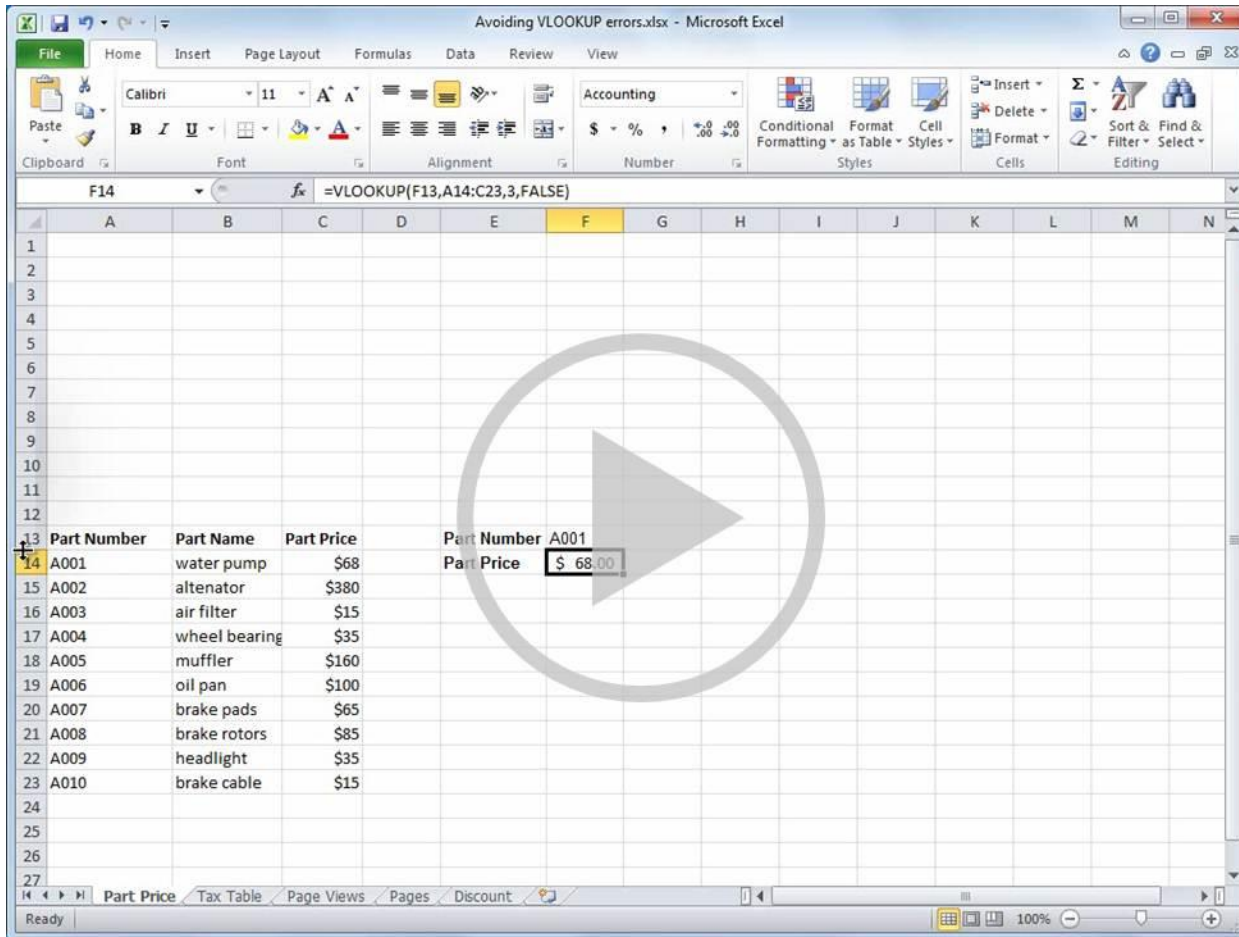
The screenshot shows a Microsoft Excel spreadsheet with the following data:

Name	Salary	Tax rate
Bready	43,999	
Keever	13,242	
Bott	98,732	
Peled	45,673	
Perham	5,429	
Harel	8,232	
Brewer	78,109	
Hassall	39,267	
Phillips	28,909	

Salary range	Percentage
0	0%
5,000	1%
10,000	2%
15,000	3%
20,000	4%
25,000	5%
30,000	6%
35,000	7%
40,000	8%
45,000	9%
50,000	10%
55,000	11%
60,000	12%
65,000	13%
70,000	14%
75,000	15%
80,000	16%
85,000	17%
90,000	18%
95,000	19%

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



The screenshot shows a Microsoft Excel window titled "Avoiding VLOOKUP errors.xlsx". The formula bar displays the formula `=VLOOKUP(F13,A14:C23,3,FALSE)`. The active cell is F14, which contains the value `$ 68.00`. A large play button icon is overlaid on the spreadsheet. Below the spreadsheet, a table of part information is visible:

Part Number	Part Name	Part Price
A001	water pump	\$68
A002	altenator	\$380
A003	air filter	\$15
A004	wheel bearing	\$35
A005	muffler	\$160
A006	oil pan	\$100
A007	brake pads	\$65
A008	brake rotors	\$85
A009	headlight	\$35
A010	brake cable	\$15

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)

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.

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.

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.

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.

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.

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.

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.

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!

Quick Reference Card

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