**MS Excel 2013 Lab Six**

**Items covered in this Lab**

* Apply Freezing Pane
* Understand VLOOKUP
* Identify the Four Arguments of a VLOOKUP Function
* Create a Basic VLOOKUP Function
* Refer to Another Spreadsheet

**Instructions**

1. Open **ExcelLabSixStartingFile.xlsx**
2. **Save** the Workbook as **ExcelLabSix.xlsx** in Document > MSExcelLabs folder
3. **Freeze** the first **two rows** in the **Virginia’s** Sheet
4. In the **Solution’s** Sheet, complete the following steps:
   1. Type **=VLOOKUP(B1,Virginia!A3:H2842,3,FALSE)** in cell **B2** then press Enter
   2. Type **=VLOOKUP(B1,Virginia!A3:H2842,4,FALSE)** in cell **B3** then press Enter
   3. Type **=VLOOKUP(B1,Virginia!A3:H2842,5,FALSE)** in cell **B4** then press Enter
   4. Type **=VLOOKUP(B1,Virginia!A3:H2842,7,FALSE)** in cell **B5** then press Enter
   5. Type **=VLOOKUP(B1,Virginia!A3:H2842,6,FALSE)** in cell **B6** then press Enter
   6. Enter **00000023** in cell B1 in the **Solution** Sheet and notice the data below
5. Enter different numbers and notice the data below
   1. Hint: You can find number by opening the Virginia Sheet then pick any number from column A
6. Save and upload **ExcelLabSix.xlsx** via Blackboard

*Here is a sample solution of this lab*

