Queries

### **1. VLOOKUP – Get Author Name or Genre Name in Books sheet**

**Example (get Author Name):**

=VLOOKUP(B2, Authors!A:B, 2, FALSE)

2. **IF** – Check if book is returned

=IF(D2<>"", "Returned", "Not Returned")

3. **COUNTIF** – Count how many times a book was checked out

=COUNTIF(Checkouts!B:B, A2)

4. **Data Validation** – Dropdown for Genre/Author ID

=Genres!$A$2:$A$20

=Authors!$A$2:$A$50

**TODAY** – Auto-fill today’s date (for checkout)

=TODAY()

1. Create Tables