

Lookup & Date Functions

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Lookup & Date Functions

- V Lookup [Vertical Table]
- H Lookup [Horizontal Table]

INDEX Function:

The INDEX function in Google Sheets returns the value of a cell in a specified row and column of a range. The syntax is as follows:

```
=INDEX(range, row_number, column_number)
```

- **range:** The range of cells from which to retrieve the value.
- **row_number:** The row number within the range.
- **column_number:** The column number within the range.

MATCH Function:

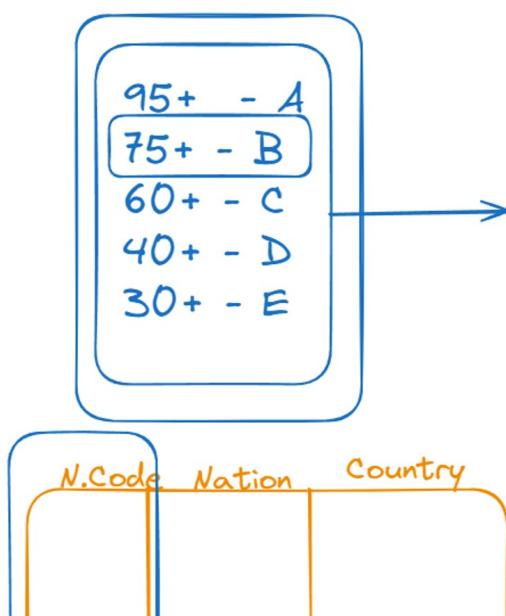
The MATCH function searches for a specified value in a range and returns the relative position of that item. The syntax is as follows:

Plain Text

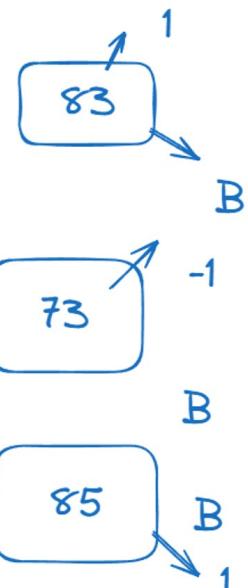
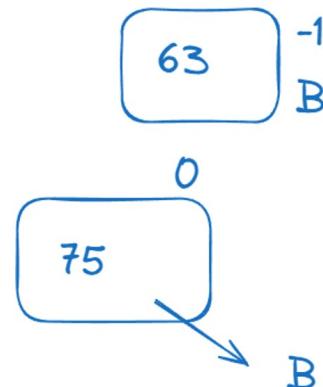
```
=MATCH(search_key, search_range, [search_type])
```

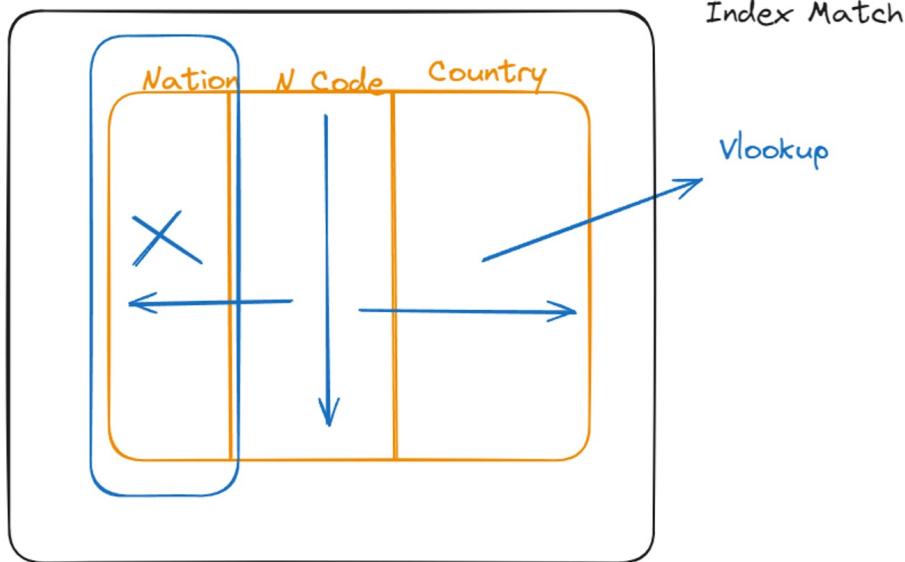
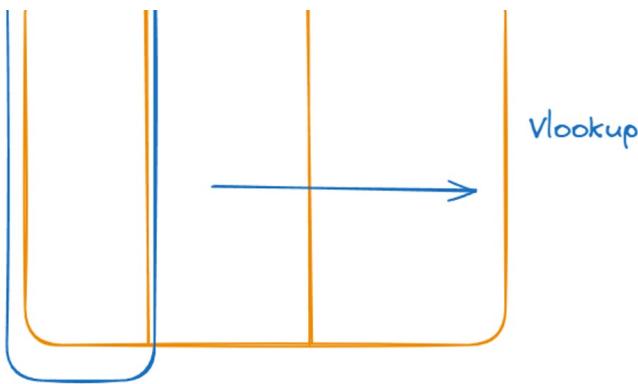
Copy

- **search_key:** The value to search for.
- **search_range:** The range of cells to search within.
- **search_type:** (optional) The type of match: 1 for less than, 0 for an exact match, -1 for greater than. If omitted, it defaults to 1.



String Data Type.





Index - Match / X Lookup : [Useful in all direction].

Nations	India
=INDEX(\$G\$1:\$H\$10,MATCH(D3,\$H\$1:\$H\$10,))	
MATCH(search_key, range, [search_type])	^
search_key	
The value to search for. For example '42', 'Cats' or 'I24'.	
range	
The one-dimensional array to be searched.	
search_type - [optional]	
The search method. 1 (default) finds the largest value less than or equal to search_key when range is sorted in ascending order. 0 finds the exact value when range is unsorted. -1 finds the smallest value greater than or equal to search_key when range is sorted in descending order.	
Learn more	
⋮	
=INDEX(\$G\$1:\$H\$10,MATCH(D3,\$H\$1:\$H\$10,0),)	
INDEX(reference, [row], [column])	^

INDEX(reference, [row], [column])

ABOUT
Returns the content of a cell specified by row and column offset.

reference
The array of cells to be offset into.

row - [optional]
The number of offset rows.

column - [optional]
The number of offset columns.

[Learn more](#)

vertical Table - Column fixed
Horizontal Table - Row Fixed

	A	B	C	D	E	F	G	H
1	Test Cricket - Top 100 Batsman (Nov - 2010)						Nations	N.Code
2	ID	Ratings	Name	N.Code	Nations		India	IND
3	1	891	S.R. Tendulkar	IND	India		Sri Lanka	SL
4	2	874	K.C. Sangakkara	SL	Sri Lanka		West Indies	WI
5	3	819	V. Sehwag	IND	India		South Africa	SA
6	4	807	S. Chanderpaul	WI	West Indies		New Zealand	NZ
7	5	807	D.P.M.D. Jayaward	SL	Sri Lanka		Australia	AUS
8	5	791	J.H. Kallis	SA	South Africa		England	ENG
9	7	787	G.C. Smith	SA	South Africa		Pakistan	PAK
10	8	767	V.V.S. Laxman	IND	India		Bangladesh	BAN
11	9	766	R.L. Taylor	NZ	New Zealand			
12	10	762	A.B. de Villiers	SA	South Africa			
13	11	748	T.T. Samaraweera	SL	Sri Lanka			
14	12	745	H.M. Amla	SA	South Africa			
15	13	738	M.J. Clarke	AUS	Australia			
16	14	735	S.M. Katich	AUS	Australia			
17	15	733	I.J.L. Trott	ENG	England			

```
=INDEX(range, row_number, column_number)
```

```
=MATCH(search_key, search_range, [search_type])
```

- **search_key:** The value to search for.
- **search_range:** The range of cells to search within.
- **search_type:** (optional) The type of match: 1 for less than, 0 for an exact match, -1 for greater than. If omitted, it defaults to 1.

E	F	G	H	I	J	K	L	M
Amount	Commission	Commission						

=INDEX(\$H\$3:\$P\$4, 2, MATCH(B3, \$H\$3:\$P\$3, 0))

E	F	G	H	I	J	K	L	M
Amount	Commission	Commission						
3112	3%	3%						
3850	4%	4%	Builder	Doug	Dave	Brian	Larry	Rob
2313	4%	4%	Commission	3%	4%	7%	10%	12%
1565	7%	7%						
5740	10%	10%						
5840	12%	12%						
1884	10%	10%						
548	11%	11%						
969	3%	3%						
3560	4%	4%						

H-Lookup with Index Match - Row is fixed & columns are changing.

=INDEX(range, row_number, column_number)

B	H	I	J	K	L	M	N
Builder	Builder						
Doug	Doug						
Dave	Dave	Builder	Doug	Dave	Brian	Larry	Rob
Dave	Dave	Commission	3%	4%	7%	10%	12%
Brian	Brian						
Larry	Larry						
Rob	Rob						
Morgan	Larry						
Jones	Jones						
Doug	Doug						
Dave	Dave						
Dave	Dave						
Brian	Brian						
Larry	Larry						
Rob	Rob						
Doug	Doug						
Dave	Dave						
~	~						

Doug	Dave	Brian	Larry	Rob	Morgan	Jones	Gill
3%	4%	7%	10%	12%	10%	11%	4%

- Date Function()

A	B	C	D	E	F	G	H	I	J	K	Kris
Date	Item	Sales	DATE	TODAY	YEAR	MONTH	DAY	DATEDIFF	EOMONTH	EDATE	
10/05/2023 00:00:00	A	10500									
11/05/2023 00:00:00	B	23000									
12/05/2023 00:00:00	C	39032									
13/05/2023 00:00:00	D	12600									
14/05/2023 00:00:00	E	45011									

01/08/2024	01/08/2024
------------	------------

=DATE(2024,8,1)

=TODAY()

=DATE(2024,8,1)	: =TODAY()						
DATE(year, month, day)	TODAY()						
A	B						
Date	Item	Sales	DATE	TODAY	YEAR	MONTH	DAY
10/05/2023 00:00:00	A	10500	=DATE(2024,8,1)	=TODAY()	=YEAR(A2)	=MONTH(D2)	=DAY(A2)
11/05/2023 00:00:00	B	23000					=DAY(A3)
12/05/2023 00:00:00	C	39032					=DAY(A4)
13/05/2023 00:00:00	D	12600					=DAY(A5)
14/05/2023 00:00:00	E	45011					=DAY(A6)

DATEDIFF | **EOMONTH** | **EDATE**

=DATEDIF(

DATEDIF(start_date, end_date, unit)

start_date
The start date to consider in the calculation. Must be a reference to a cell containing a date, a function returning a date type or a number.

end_date
The end date to consider in the calculation. Must be a reference to a cell containing a date, a function returning a date type or a number.

unit
A string abbreviation for unit of time. For example, "M" for month. Accepted values are "Y","M","D","MD","YM","YD".

Learn more

= EO MONTH - End of Month - 1/Jan/2024 - 31st Jan 2024

31/08/2024 x **EDATE**

=EOMONTH(D2,

EOMONTH(start_date, months)

EOMONTH(20/07/1900, 1)

01/08/2024 x **DATE**

=EOMONTH(D2, -2)

EOMONTH(start_date, months)

EOMONTH(20/07/1900, -1)

ABOUT
Returns a date on the last day of a month that falls a specified number of months before or after another date.

+ve value , -ve values.

"08 - August" - -2 → June - 30th June

30/06/2024

=EOMONTH(30/06/2024,2) → + 2 Month : August [End of Month]

=EOMONTH(30/06/2024,2) + 2 Month : August [End of Month]

=EOMONTH(30/06/2024,12) + 12 Month - 1 year - 30th June 2025

=EOMONTH(30/06/2024,-2) -2 Month - 2 months back - April [End on Month]

=EOMONTH(30/06/2024,0) - No Change , just return the EOM.

J	K
MONTH	01/11/2025 ×
30/06/2024	=EDATE(D2,15)

1. EDATE Function:

- Add or subtract months from a date. In cell K2, you can use the formula:
This will give you the date two months after the date in A2.

```
=EDATE(A2, 2)  
=EDATE(A2, -2)
```