* **Excel Lecture-2 (Refer Excel Practice sheet- 1 for the same)**

**VLOOKUP**

**VLOOKUP (Exact Match)**

* + - What is VLOOKUP (V= Vertical)
    - Why to Use
    - When to Use
    - General scenario
    - =VLOOKUP (C1, A1:D:12,4,0)

**VLOOKUP (Approximate Match)**

* + - Why to Use
    - F4 to fix a Value
    - When to Use
    - General scenario
    - Rules

Less than first value in VLOOKUP will Give N/A Value

Sorted in ascending order

By default, it is approximate match so No need to mention

Look up Value Should be one/unique in column

Look up can find values only from left to right

Look up value should belong to the first column of the selected table array

**LOOKUP (2 Column OR Row)**

* + - = (look\_up\_value, Table Array)
    - Look up value should belong to the 1st column of the table array
    - And answer should belong to the last column of the selected table array

**Text Functions**

* + - Trim – Removing unwanted Spaces
    - Proper
    - Upper
    - Lower
    - Len
    - Left
    - Left Range
    - Right
    - Right Range
    - Mid
    - Concatenate
    - Concatenate With Space
    - Find – Case Sensitive [=Find (“m”, A1)]
    - Search – Not a Case sensitive [=Search (“m”, A1)]
    - Replace
    - Substitute
* **MID Functions in Details** 
  + - Replace
    - Substitute