

## Course Two Week Four: LOOKUP Library Activity Instructions

Open the file contained within the folder name shown above.

We want Excel to search through the book ISBN codes in this sheet:

	A	B	C	D	E	F	G
1	<b>Community Library Database</b>						
2							
3	<b>Book ISBN</b>	<b>Status</b>	<b>Category</b>	<b>Purchase Cost</b>	<b>Purchase Date</b>	<b>Expiry Date</b>	<b>Days to Expiry</b>
4	978-0-331-95055-01-4	Out	Crime	£25.99	12/02/2016	10/02/2024	2154
5	978-1-40020-96298-02-1	Out	Medical	£12.99	19/08/2013	17/08/2021	1247
6	978-0-553-81762-01-5	In	Travel	£14.00	09/04/2012	07/04/2020	750
7	978-0-662-95055-01-2	Out	Cookery	£18.99	06/11/2009	04/11/2017	-135
8	978-1-128-95055-01-3	Out	Crime	£11.99	05/08/2017	03/08/2025	2694
9	978-0-419-96298-02-3	Out	Architecture	£35.00	31/03/2015	29/03/2023	1836
10	978-1-40020-81762-01-6	In	Travel	£17.00	26/06/2011	24/06/2019	462
11	978-0-518-96298-01-2	Out	Travel	£9.99	14/08/2017	12/08/2025	2703
12	978-0-447-96298-02-6	Out	Gardening	£12.50	29/10/2014	27/10/2022	1683
13	978-0-394-81762-02-1	In	Cookery	£17.50	03/01/2018	01/01/2026	2845
14	978-1-119-95055-02-4	In	Gardening	£13.50	07/07/2008	05/07/2016	-622
15	978-0-261-81762-01-2	Out	Astronomy	£24.50	30/05/2015	28/05/2023	1896

*The whole spreadsheet is the lookup table*

When Excel finds the ISBN code in the first column that exactly matches the ISBN code in the merged cell **B18**, we want Excel to complete cells **B19:B22** with the correct information for that book:

17	<b>Search:</b>				
18	Book ISBN:	978-1-40020-81762-01-6			
19	Status:				
20	Category:				
21	Expiry Date:				
22	No Days to Expiry:				

*The ISBN is the code the lookup formula will find an exact match for.*

First create a range name for all the data in your main spreadsheet table (**A4:G15**).

Also create a range name for the merged cell **B18** where you will keep changing the book ISBN code.

In merged cell **B19** create an exact match lookup formula to return the book status from column **B** (the 2nd column in your lookup table).

*Remember - exact match lookup formulae have an extra variable:*

**=VLOOKUP(Cell to lookup, Table range, Column ref, FALSE)**

Copy the formula down to merged cell **B22** and then edit each formula by changing the column reference to return the correct book data.

Change the ISBN code in merged cell **B18** to **978-0-662-95055-01-2** to check that all your formulae work.

Use **Save As...** to save the file in your own new Excel work folder.