**Lesson 4 Demo 7**

**How to Use VLOOKUP Function**



**Steps to be followed:**

**Step 1: Open the Excel file**

* 1. Open the file named **Vlookup,Hlookup.xlsx**

**Step 2: Using VLOOKUP in Excel**

2.1 The data to perform VLOOKUP is given below

Table

Description automatically generated

2.2 In Cell I2, we need to VLOOKUP OrderID 1121’s sales. In I2, enter the following formula

=VLOOKUP(H2,B2:E40,4,0)

The result will look like this

