

## 1.1 LOOKUP TOOL

### 1.1.1 Purpose

The purpose of the Excel LookUp tool is to facilitate the VLOOKUP Excel function in a user-friendly manner.

In the below example, the column **PricePerPound** (yellow) in the spreadsheet **Fruit Cost** needs to be populated with values from the spreadsheet **Price List** in such a way that the values from column **Fruit** correspond to their fruit.

The image shows two Excel spreadsheets side-by-side. The left spreadsheet, titled 'FruitVeggieCost.xlsx', has columns A (Fruit), B (PricePerPound), C (Pounds), and D (Total Price). The right spreadsheet, titled 'FruitVeggiePriceList.xlsx', has columns A (Fruit) and B (PricePerPound). Red arrows indicate the data flow from the Price List to the Cost spreadsheet.

	A	B	C	D
1	Fruit	PricePerPound	Pounds	Total Price
2	Apple		3	0
3	Cherry		5	0
4	Prune		2	0
5	Apple		4	0
6	Orange		4	0
7	Prune		5	0
8	Prune		3	0
9	Apple		3	0
10	Orange		6	0
11	Prune		8	0
12	Cherry		1	0
13	Cherry		4	0
14	Apple		2	0
15	Cherry		1	0

	A	B	C
1	Fruit	PricePerPound	
2	Apple	2.3	
3	Cherry	4	
4	Prune	3.2	
5	Orange	1.5	
6			

### 1.1.2 Operating Procedure

1. Open an Excel spreadsheet with the tool.
2. Press Start, and the user interface window will open.

Description finder

Sheet to be updated

Select workbook

Look up sheet

Select workbook

☐ Look up in the same workbook

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Selected workbook: ---

Sheet

<-----

<----->

<-----

Look up column

<----->

<-----

Column to be updated

<-----

<-----

☒ Skip 1st row (header)
☐ Fill out empty cells only
☒ Check LookUp sheet for duplicates

Fill text if match not found

NA

☐ Fill out range of rows only

Summary

To be updated rows: ---

Look up sheet rows: ---

Found Matches: ---

Not Found Matches: ---

APPLY

- Press select **Select workbook** to select the Excel file with the list that is to be updated (in this example, **Fruit Cost**).

Sheet to be updated

Select workbook

Once the file has been opened, the program scans all available spreadsheets and preloads their names into the “**Sheet**” dropdown list.

- Select the sheet (in this example, **Fruit Total Cost**) that is to be updated from this dropdown list.

Sheet to be updated

Select workbook

Selected workbook: C:\Moje\Analytics\ExcelToolManual\FruitVeggieCost.xlsx

Sheet

Fruit Total Cost

Fruit Total Cost

Veggie Total Cost

Look up column

Fruit Total Cost

Veggie Total Cost

Once the spreadsheet is selected, the program scans the first row for headers and automatically preloads the header names into the **Look Up Column** and **Column to Be Updated** dropdown lists.

- In the dropdown lists, select which columns are to be looked up by the tool (in this example, **Fruit**) and which are to be updated (in this example, **PricePerPound**).

Look up sheet

Select workbook

☐ Look up in the same workbook

C:\Moje\Analytics\ExcelToolManual  
\FruitVeggiePriceList.xlsx

Fruit Price List

Fruit

PricePerPound

- Press **Select workbook** to select an Excel file with the **Look up sheet** (in this example, **Fruit Price List**).

Look up sheet

Select workbook

Once the file has been opened, the program will scan all available spreadsheets and will preload their names into the “**Sheet**” dropdown list.

Check the “**Look up in the same workbook**” checkbox if the “**Look up sheet**” is in the same file as “**Sheet to be updated**”.

Sheet to be updated	Look up sheet
Select workbook	Select workbook
Selected workbook: C:\Moje\Analytics\ExcelToolManual \FruitVeggieCost.xlsx	<input checked="" type="checkbox"/> Look up in the same workbook C:\Moje\Analytics\ExcelToolManual \FruitVeggieCost.xlsx

- Select **Look up sheet** from the dropdown list to specify which file is to be utilized for as the source for values (in this example, **Fruit Price List**).

Look up sheet

Select workbook

☐ Look up in the same workbook

C:\Moje\Analytics\ExcelToolManual  
\FruitVeggiePriceList.xlsx

Fruit Price List

Fruit Price List

Veggie Price List

- Press the **APPLY** button, and the program will populate the **PricePerPound** column in the **Fruit Total Cost** sheet with the values from column **PricePerPound** in the **Fruit Price List** sheet.

Fruit	PricePerPound	Pounds	Total Price
Apple	2.3	3	6.9
Cherry	4	5	20
Prune	3.2	2	6.4
Apple	2.3	4	9.2
Orange	1.5	4	6
Prune	3.2	5	16
Prune	3.2	3	9.6
Apple	2.3	3	6.9
Orange	1.5	6	9
Prune	3.2	8	25.6
Cherry	4	1	4
Cherry	4	4	16
Apple	2.3	2	4.6
Cherry	4	1	4
Cherry	4	2	8
Banana	NA	3	
Fruit Total Cost		Veggie Total Cost	+

### 1.1.3 Options

The tool has the following optional settings available:

1. *Skip 1<sup>st</sup> row (header).* If this option is selected, the header row (in this example, **Fruit Total Cost sheet**) will not be processed.
2. *Fill out empty cells only.* If this option is selected, only the empty cells in column **PricePerPound** of sheet **Fruit Total Cost** will be populated. Cells that already contain values will remain unchanged.
3. *Check **LookUp** Sheet for duplicates.* Since the **Look up** sheet (in this example, **Fruit Price List**) cannot have any duplicate values in the look up column (**Fruit**), this option verifies that all values are unique.
4. *Fill in text if match is not found.* With this option, If the tool is unable to find a match in the Look up sheet (e.g. if Banana were not in the **Fruit Price List**) the corresponding cell will instead receive a user defined text. The default placeholder for the text is **NA**.

15	Cherry	4	1
16	Cherry	4	2
17	Banana	NA	3
18			
Fruit Total Cost		Veggie Total Cost	(

5. *Fill out the range of rows only.* With this option, the user can declare a range of rows to be updated in the “to be updated sheet”.

☒ Fill out range of rows only

From  To