Lesson VLOOKUP

Overview

VLOOKUP is one of Excel's most useful functions, and it's also one of the least understood. In this lesson plan, I will demonstrate and explain the VLOOKUP function in detail. In its most common usage, VLOOKUP is a database function, meaning that it works with database tables — or more simply, lists of things in an Excel worksheet. Using VLOOKUP is similar to looking up a person's name in a telephone book to get a telephone number. VLOOKUP looks at a value in one column, and finds its corresponding value on the same row in another column.

Objectives

The objective is to equip students with the knowledge of what a VLOOKUP function is and how to successfully complete a VLOOKUP without any errors.

<u>Goals</u>

After completing this course you will be able to:

- Enter VLOOKUP arguments in a formula.
- Use VLOOKUP to find values in Excel lists or tables.
- Avoid VLOOKUP errors.

VLOOKUP real life examples

- Calculating the commission for a sales employee, given the value or quantity of sales they
 have made (look up the salesperson's name, find their sales, and multiply by the
 commission rate).
- Deciding which commission rate to pay based on the level of sales (look up the actual sales in a commission table to find the appropriate commission percentage to pay).
- Looking up the price of a given product from a table of product information (look up the product name or part number and return the price for that product)
- Looking up the price of a product for a given sales quantity (look up the number of items being ordered and find the price to be charged for that volume).
- Checking the date an employee started work, given the employee's staff ID number (look up the staff ID number and return their start date).

STEPS

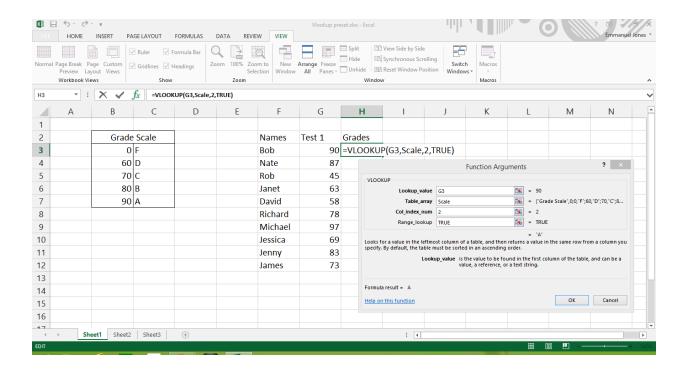
- 1. Name the range of the information or data you will be having the VLOOKUP referencing from. *Hint: Remember the lookup values in the reference table have to be in increasing order or in alphabetical order for VLOOKUP to work*
- 2. Go to the cell you want to input the VLOOKUP function in
- **3.** Fill in all necessary information for the VLOOKUP function.

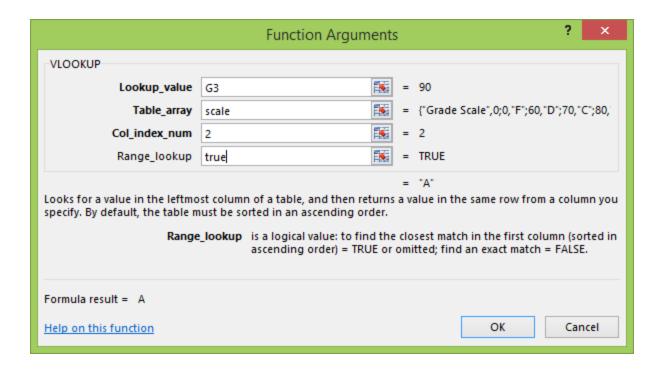
Lookup_value – The given value or information you want the VLOOKUP function to use to obtain the referencing information you want or need.

Table_array – The given table, values, numbers, etc. that the VLOOKUP will be receiving data from.

Col_index_num – The numerical number of the column in your Table_array that you assign the VLOOKUP to look or search through for the matching value.

Range_lookup – Basically a logical value that highlights whether the VLOOKUP should be looking for the exact match and or the closest match of information





4. Press enter and your VLOOKUP function should be complete with no errors.