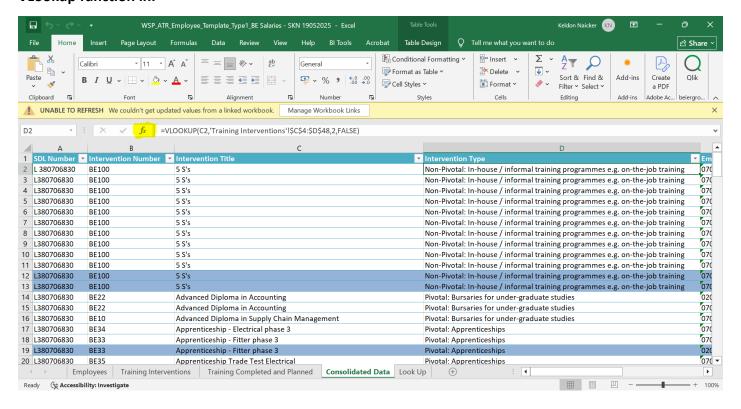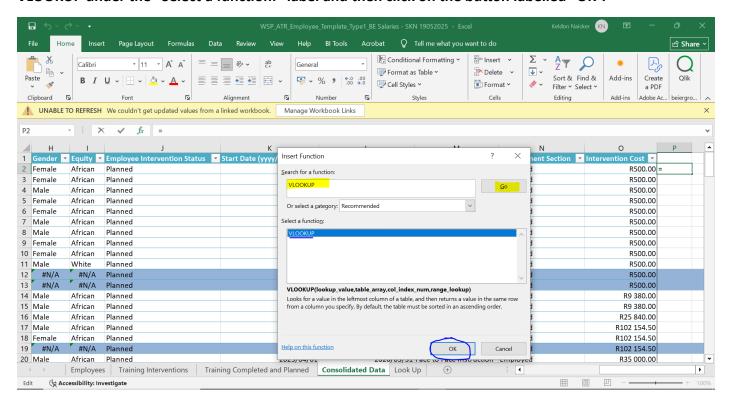# How to use the function "VLookup"

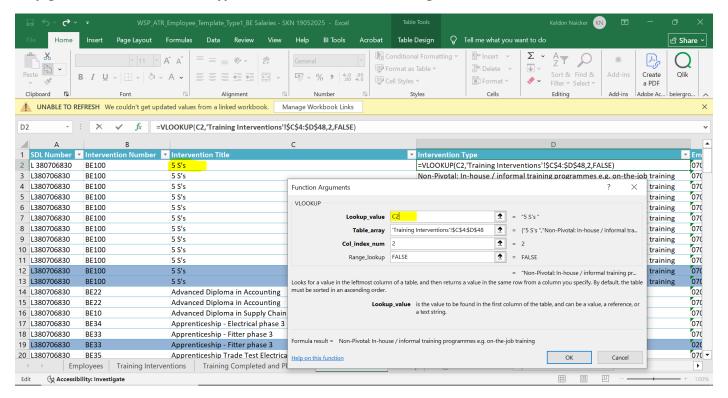**Step 1: Click on the "fx" button located on the left of the formular bar of the cell you want to add the VLookup function in.**
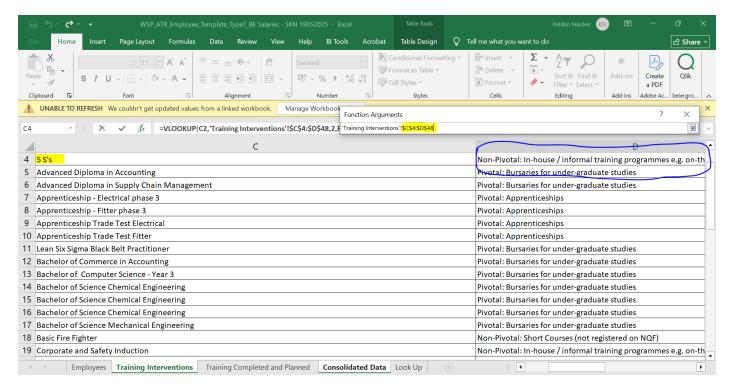

Step 2: Type "VLOOKUP" in the search bar and then click on the button labelled "Go". Thereafter click on VLOOKUP under the "Select a function:" label and then click on the button labelled "OK".

Step 3: Lookup_value. This is your reference for the search. It's what the Vlookup is going to look for in the related table you call to return the value needed linked with it. I am using the Intervention Title to help get me the Intervention Type linked to it from the Training Interventions Sheet.
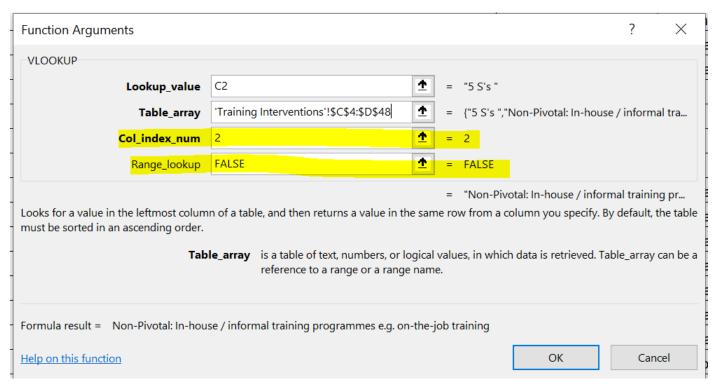

Step 4: Table_array. This is the table your VLookup is going to do its search in. Make sure to have your whatever your Lookup_value is at the utmost left of your Table_array. As you can see in my example I am searching for where the Intervention Title matches mine and returns the linked Intervention Type in my designated cell. I usually use the column I want to search in as my first column and what value I need as my last column for my table. I added "$" in my reference to keep the table fixed so it doesn't move with the cells I add the formula to. I recommend to do this as well.

Step 5: Col_index_num. Type in the number of the column which holds the value you need for your cell that has the Vlookup Formula. I have "2" in the example because that is the column that holds the value that I need.

Range_lookup. Always keep this as "False". This makes sure that the Vlookup returns the value linked exactly to the Lookup_value used to search instead of returning the value linked to something similar to what it was searching for.

Thank you and I really do hope that this helps in some way.