

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.

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The formula bar at the top displays the formula `=VLOOKUP(C2,'Training Interventions'!C4:D48,2,FALSE)`. The worksheet below shows a table with columns A, B, C, and D. Column A is labeled 'SDL Number', column B is 'Intervention Number', column C is 'Intervention Title', and column D is 'Intervention Type'. The data in column D is being populated by the VLOOKUP function based on the values in column C.

SDL Number	Intervention Number	Intervention Title	Intervention Type
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
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L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE22	Advanced Diploma in Accounting	Pivotal: Bursaries for under-graduate studies
L380706830	BE22	Advanced Diploma in Accounting	Pivotal: Bursaries for under-graduate studies
L380706830	BE10	Advanced Diploma in Supply Chain Management	Pivotal: Bursaries for under-graduate studies
L380706830	BE34	Apprenticeship - Electrical phase 3	Pivotal: Apprenticeships
L380706830	BE33	Apprenticeship - Fitter phase 3	Pivotal: Apprenticeships
L380706830	BE33	Apprenticeship - Fitter phase 3	Pivotal: Apprenticeships
L380706830	BE35	Apprenticeship Trade Test Electrical	Pivotal: Apprenticeships

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”.

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'Insert Function' dialog box is open, showing the search for a function. The function 'VLOOKUP' is entered in the search bar, and it is highlighted in the list of functions. The 'OK' button is circled in red.

Search for a function: **VLOOKUP** Go

Or select a category: Recommended

Select a function: **VLOOKUP**

VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Help on this function OK Cancel

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.

The screenshot shows an Excel spreadsheet with a VLOOKUP formula in cell D2: `=VLOOKUP(C2,'Training Interventions'!C4:D48,2,FALSE)`. The formula bar shows the same formula. The function arguments dialog box is open, displaying the following details:

- Lookup_value:** C2 (refers to cell C2)
- Table_array:** 'Training Interventions'!\$C\$4:\$D\$48 (refers to the range C4:D48 in the 'Training Interventions' sheet)
- Col_index_num:** 2 (refers to the second column of the table array)
- Range_lookup:** FALSE (indicates an exact match)

The dialog box also includes a description: "Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order." and the formula result: "Non-Pivotal: In-house / informal training programmes e.g. on-the-job training".

SDL Number	Intervention Number	Intervention Title	Intervention Type
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE100	5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE22	Advanced Diploma in Accounting	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE22	Advanced Diploma in Accounting	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE10	Advanced Diploma in Supply Chain	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE34	Apprenticeship - Electrical phase 3	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE33	Apprenticeship - Fitter phase 3	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE33	Apprenticeship - Fitter phase 3	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
L380706830	BE35	Apprenticeship Trade Test Electrical	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training

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.

The screenshot shows the 'Training Interventions' sheet in Excel. The table array for the VLOOKUP formula is highlighted in blue, covering the range C4:D48. The first column (C) contains the Intervention Title, and the second column (D) contains the Intervention Type. The formula bar shows the formula: `=VLOOKUP(C2,'Training Interventions'!C4:D48,2,FALSE)`.

Intervention Title	Intervention Type
5 S's	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training
Advanced Diploma in Accounting	Pivotal: Bursaries for under-graduate studies
Advanced Diploma in Supply Chain Management	Pivotal: Bursaries for under-graduate studies
Apprenticeship - Electrical phase 3	Pivotal: Apprenticeships
Apprenticeship - Fitter phase 3	Pivotal: Apprenticeships
Apprenticeship Trade Test Electrical	Pivotal: Apprenticeships
Apprenticeship Trade Test Fitter	Pivotal: Apprenticeships
Lean Six Sigma Black Belt Practitioner	Pivotal: Bursaries for under-graduate studies
Bachelor of Commerce in Accounting	Pivotal: Bursaries for under-graduate studies
Bachelor of Computer Science - Year 3	Pivotal: Bursaries for under-graduate studies
Bachelor of Science Chemical Engineering	Pivotal: Bursaries for under-graduate studies
Bachelor of Science Chemical Engineering	Pivotal: Bursaries for under-graduate studies
Bachelor of Science Chemical Engineering	Pivotal: Bursaries for under-graduate studies
Bachelor of Science Mechanical Engineering	Pivotal: Bursaries for under-graduate studies
Basic Fire Fighter	Non-Pivotal: Short Courses (not registered on NQF)
Corporate and Safety Induction	Non-Pivotal: In-house / informal training programmes e.g. on-the-job training

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.

The screenshot shows the 'Function Arguments' dialog box for the VLOOKUP function. The arguments are as follows:

Argument	Value	Result
Lookup_value	C2	= "5 S's "
Table_array	'Training Interventions'!\$C\$4:\$D\$48	= {"5 S's "; "Non-Pivotal: In-house / informal tra..."
Col_index_num	2	= 2
Range_lookup	FALSE	= FALSE

Below the arguments, a description of the VLOOKUP function is provided: "Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order." A definition for the Table_array argument is also included: "Table_array is a table of text, numbers, or logical values, in which data is retrieved. Table_array can be a reference to a range or a range name." The formula result is displayed as "Non-Pivotal: In-house / informal training programmes e.g. on-the-job training". At the bottom, there is a link to "Help on this function" and buttons for "OK" and "Cancel".

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