# **Vlookup**

**What is VLOOKUP?**

**VLOOKUP** stands for **Vertical Lookup**. It searches for a value in the **first column** of a table and returns a value in the **same row** from another column.

**📘 Syntax of VLOOKUP**

VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

* **lookup\_value**: The value you want to search for.
* **table\_array**: The range of cells that contains the data.
* **col\_index\_num**: The column number in the table from which to retrieve the value.
* **range\_lookup**: Optional. Use TRUE for approximate match or FALSE for exact match.

**✅ Example**

Suppose you have the following table:

| **A** | **B** |
| --- | --- |
| ID | Name |
| 101 | Alice |
| 102 | Bob |
| 103 | Charlie |

To find the name of the person with ID 102, use:

=VLOOKUP(102, A2:B4, 2, FALSE)

This returns **Bob**.

**⚠️ Things to Watch Out For**

* The **lookup value must be in the first column** of the table array.
* If range\_lookup is omitted, Excel assumes TRUE (approximate match).
* For FALSE, if the exact match isn’t found, it returns #N/A.

**🆚 VLOOKUP vs. Alternatives**

* **VLOOKUP** is great but limited. It can’t look to the left.
* **XLOOKUP** (available in newer Excel versions) is more flexible.
* **INDEX + MATCH** combo is often preferred for advanced lookups.

# **Hlookup**

**📘 What is HLOOKUP?**

**HLOOKUP** stands for **Horizontal Lookup**. It searches for a value in the **first row** of a table and returns a value in the **same column** from another row.

**🔍 Syntax of HLOOKUP**

HLOOKUP(lookup\_value, table\_array, row\_index\_num, [range\_lookup])

* **lookup\_value**: The value you want to find.
* **table\_array**: The range of cells that contains the data.
* **row\_index\_num**: The row number in the table from which to retrieve the value.
* **range\_lookup**: Optional. Use TRUE for approximate match or FALSE for exact match.

**✅ Example**

Suppose you have this horizontal table:

| **A** | **B** | **C** |
| --- | --- | --- |
| Month | Jan | Feb |
| Sales | 1000 | 1200 |

To find the sales for February, use:

=HLOOKUP("Feb", A1:C2, 2, FALSE)

This returns **1200**.

**⚠️ Key Differences from VLOOKUP**

| **Feature** | **VLOOKUP** | **HLOOKUP** |
| --- | --- | --- |
| Search Direction | Vertical (columns) | Horizontal (rows) |
| Lookup in | First column | First row |
| Return from | Same row | Same column |

**🧠 Pro Tips**

* Like VLOOKUP, HLOOKUP is limited — it can’t look **above** the first row.
* For more flexibility, consider using **INDEX + MATCH** or **XLOOKUP** (which replaces both VLOOKUP and HLOOKUP in newer Excel versions).