Both VLOOKUP and HLOOKUP are powerful functions in spreadsheet software, like Microsoft Excel and Google Sheets, that help you search for and retrieve data from a table. The key difference between them is the direction they search in: VLOOKUP searches vertically (in columns) and HLOOKUP searches horizontally (in rows).

**VLOOKUP (Vertical Lookup)**

VLOOKUP stands for **Vertical Lookup**. It's used when your data is organized in columns. It searches for a value in the first column of a table and returns a corresponding value from a specified column in the same row.

**Syntax**

The basic syntax is: 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. The first column of this range must contain the lookup\_value.
* **col\_index\_num**: The column number (from left to right, starting with 1) in table\_array from which to return a value.
* **[range\_lookup]**: An optional argument that specifies whether to find an exact match (FALSE) or an approximate match (TRUE). For most uses, you'll want an **exact match**, so you'll use FALSE.

**Mock Question**

Using the VLOOKUP table provided in the first image, what is the **number of outlets** for "swiggy instama"?

**Answer**

To find the number of outlets for "swiggy instama" you would use the following formula: =VLOOKUP("swiggy instama", A2:F7, 2, FALSE)

The result would be **1**.

**HLOOKUP (Horizontal Lookup)**

HLOOKUP stands for **Horizontal Lookup**. It's used when your data is organized in rows. It searches for a value in the first row of a table and returns a corresponding value from a specified row in the same column.

**Syntax**

The basic syntax is: HLOOKUP(lookup\_value, table\_array, row\_index\_num, [range\_lookup])

* **lookup\_value**: The value you want to search for.
* **table\_array**: The range of cells that contains the data. The first row of this range must contain the lookup\_value.
* **row\_index\_num**: The row number (from top to bottom, starting with 1) in table\_array from which to return a value.
* **[range\_lookup]**: An optional argument for exact (FALSE) or approximate (TRUE) match. For most cases, you'll use FALSE.

**Mock Question**

Using the HLOOKUP table provided in the second image, what is the **sales** amount for "swiggy instama"?

**Answer**

To find the sales amount for "swiggy instama", you would use the following formula: =HLOOKUP("swiggy instama", B2:H7, 5, FALSE)

The result would be **200000**.