**VLOOKUP** and **HLOOKUP** are fundamental Excel functions used to search for a specific value in a dataset and retrieve corresponding information. As a beginner, understanding the difference is key to using them correctly.

### VLOOKUP (Vertical Lookup)

This function searches for a value in the **leftmost column** of a data table and returns a value from a specified column in the **same row**. It's used when your data is arranged vertically in columns, which is the most common way to organize data in a spreadsheet.

The syntax is:

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

* lookup\_value: The value you're searching for.
* table\_array: The range of cells containing your data.
* col\_index\_num: The column number within your table\_array that contains the value you want to retrieve.
* [range\_lookup]: An optional argument. Use **FALSE** for an exact match (recommended for freshers) and **TRUE** for an approximate match.

### HLOOKUP (Horizontal Lookup)

This function searches for a value in the **top row** of a data table and returns a value from a specified row in the **same column**. It's used when your data is arranged horizontally across rows.

The syntax is:

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

* lookup\_value: The value you're searching for.
* table\_array: The range of cells containing your data.
* row\_index\_num: The row number within your table\_array that contains the value you want to retrieve.
* [range\_lookup]: An optional argument. Use **FALSE** for an exact match (recommended) and **TRUE** for an approximate match.

### Key Differences

| Aspect | VLOOKUP (Vertical Lookup) | HLOOKUP (Horizontal Lookup) |
| --- | --- | --- |
| **Search Direction** | Vertically down a column. | Horizontally across a row. |
| **Data Orientation** | Best for data arranged in columns. | Best for data arranged in rows. |
| **Search Position** | Looks for lookup\_value in the leftmost column of the range. | Looks for lookup\_value in the top row of the range. |
| **Popularity** | More commonly used as data is often structured in columns. | Less commonly used. |

VLOOKUP & HLOOKUP in Excel Tutorial

This video tutorial provides a good overview of how to use both VLOOKUP and HLOOKUP functions in Excel.