

# Excel 2010

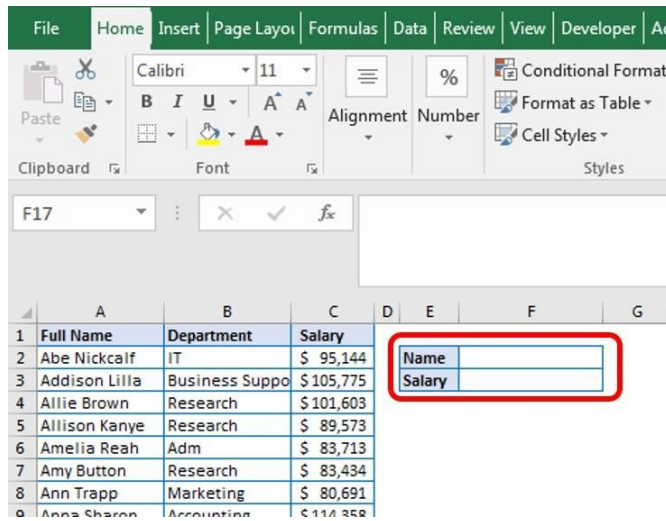
## Quick Reference Card

### How to Use VLOOKUP in Excel 2010

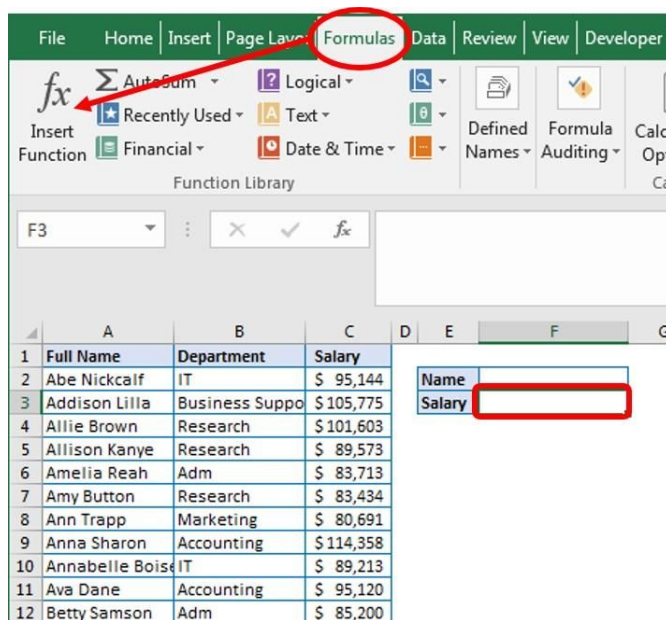
This short tutorial uses Excel 2010 to show you an example of the VLOOKUP function.

**1. Decide where you will place your VLOOKUP formula.**

This example uses a spreadsheet of employee names, departments, and salaries. You want to add a VLOOKUP box that allows you to enter an employee's name and have their salary automatically populate so that you do not have to manually search through thousands of data rows. This is an exact lookup, and next to your data table, you've added a lookup box.



**2. Click cell F3. Click the *Formulas* tab and select *Insert Function*.**



### 3. In the Search for a function: text box type "vlookup". Click the Go button.

The screenshot shows the Microsoft Excel interface with the 'Insert Function' dialog box open. The 'Search for a function' text box contains the text 'vlookup'. A red circle highlights the 'Go' button, and a red arrow points to it from the right. The background shows a spreadsheet with columns for 'Full Name', 'Department', and 'Salary'.

### 4. Click the highlighted VLOOKUP and click OK.

The screenshot shows the 'Insert Function' dialog box with 'VLOOKUP' selected in the 'Select a function' list. A red circle highlights the 'OK' button, and a red arrow points to it from the right. The background spreadsheet is visible.

### 5. Now you can create the VLOOKUP formula that will look up the salary for the employee whose name you entered in cell F2.

The screenshot shows the Excel interface with the formula bar containing '=VLOOKUP()'. The 'Function Arguments' dialog box is open, showing the 'Lookup\_value' field with a red starburst indicating an error. The background spreadsheet shows the 'Name' and 'Salary' columns.

VLOOKUP operates on the four arguments numbered above. Argument number four, *Range\_lookup*, is optional and you may leave it blank. However, it is not recommended that you do so.

**6. In the *Lookup\_value* text box, type "F2".**

The screenshot shows the Excel Function Arguments dialog for the VLOOKUP function. The 'Lookup\_value' field is set to 'f2'. The 'Table\_array' field is empty. The 'Col\_index\_num' field is empty. The 'Range\_lookup' field is empty. The dialog shows the result as 'Ann Trapp'. The background shows a spreadsheet with columns A, B, and C containing employee data.

Full Name	Department	Salary
Abe Nickcaif	IT	\$ 95,144
Addison Lilla	Business Suppo	\$105,775
Allie Brown	Research	\$101,603
Allison Kanye	Research	\$ 89,573
Amelia Reah	Adm	\$ 83,713
Amy Button	Research	\$ 83,434

In this step, you are asking Excel to look up the contents of cell F2. Excel displays the cell's value to the right of the text box, helping you check your entry. Here is a manually entered employee name so that you can see what Excel finds. Also, Excel provides information below the text boxes to help you understand each argument.

**7. In the *Table\_array* text box, select the table area that Excel should use to find your lookup.**

The screenshot shows the Excel Function Arguments dialog for the VLOOKUP function. The 'Lookup\_value' field is set to 'f2'. The 'Table\_array' field is set to 'A1:C179'. The 'Col\_index\_num' field is empty. The 'Range\_lookup' field is empty. The dialog shows the result as 'Ann Trapp'. The background shows a spreadsheet with columns A, B, and C containing employee data.

Full Name	Department	Salary
Abe Nickcaif	IT	\$ 95,144
Addison Lilla	Business Suppo	\$105,775
Allie Brown	Research	\$101,603
Allison Kanye	Research	\$ 89,573
Amelia Reah	Adm	\$ 83,713
Amy Button	Research	\$ 83,434

Excel adds the range you select as you highlight a table or area of your worksheet.

8. In the *Col\_index\_num* field, type "3". This is the index column number in the table that contains employees' salaries.

Function Library: VLOOKUP, Defined Name: =VLOOKUP(f2,A1:C179,3)

1	A	B	C	D	E	F	G	H	I	J	K
1	Full Name	Department	Salary								
2	Abe Nickcalf	IT	\$ 95,144	Name	Ann Trapp						
3	Addison Lilla	Business Suppo	\$105,775	Salary	=VLOOKUP(f2,A1:C179,3)						
4	Allie Brown	Research	\$101,603								
5	Allison Kanye	Research	\$ 89,573								
6	Amelia Reah	Adm	\$ 83,713								
7	Amy Button	Research	\$ 83,434								
8	Ann Tr										
9	Anna										
10	Annab										
11	Ava D										
12	Betty S										
13	Bill B										
14	Bob M										
15	Bob M										
16	Bobbil										
17	Bradle										
18	Carter										
19	Cat An										
20	Dane										
21	David										
22	Davis										
23	Davita										
24	Devon										
25	Ed Kin										
26	Elena										

Function Arguments: VLOOKUP

Lookup\_value: f2 = "Ann Trapp"

Table\_array: A1:C179 = {"Full Name","Department","Salary";"A1";"C179"}

Col\_index\_num: 3 = 3

Range\_lookup: (blank) = logical

Formula result = \$ 80,691

As before, Excel builds the formula as we add the function arguments and shows the value it sees. For the cell F3, Excel tells you that the salary of employee "Ann Trapp" is "80691".

9. In the *Range\_lookup* box, type "false" or "0", as you want an exact match, not an approximate match.

Function Library: VLOOKUP, Defined Name: =VLOOKUP(f2,A1:C179,3,0)

1	A	B	C	D	E	F	G	H	I	J	K
1	Full Name	Department	Salary								
2	Abe Nickcalf	IT	\$ 95,144	Name	Ann Trapp						
3	Addison Lilla	Business Suppo	\$105,775	Salary	=VLOOKUP(f2,A1:C179,3,0)						
4	Allie Brown	Research	\$101,603								
5	Allison Kanye	Research	\$ 89,573								
6	Amelia Reah	Adm	\$ 83,713								
7	Amy Button	Research	\$ 83,434								
8	Ann Tr										
9	Anna										
10	Annab										
11	Ava D										
12	Betty S										
13	Bill B										
14	Bob M										
15	Bob M										
16	Bobbil										
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18	Carter										
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20	Dane										
21	David										
22	Davis										
23	Davita										
24	Devon										
25	Ed Kin										
26	Elena										

Function Arguments: VLOOKUP

Lookup\_value: f2 = "Ann Trapp"

Table\_array: A1:C179 = {"Full Name","Department","Salary";"A1";"C179"}

Col\_index\_num: 3 = 3

Range\_lookup: 0 = FALSE

Formula result = \$ 80,691

Range\_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Excel also provides tips for the arguments below the text boxes.

10. Click *OK*.

The screenshot displays the Microsoft Excel interface. The **Formulas** ribbon is active, showing the **Function Library** with categories like Logical, Text, and Date & Time. The formula bar shows the formula `=VLOOKUP(F2,A1:C179,3,0)`. Below the formula bar, a table lists employee data:

	A	B	C
1	<b>Full Name</b>	<b>Department</b>	<b>Salary</b>
2	Abe Nickcalf	IT	\$ 95,144
3	Addison Lilla	Business Suppo	\$105,775
4	Allie Brown	Research	\$101,603
5	Allison Kanye	Research	\$ 89,573

To the right of the main table, a smaller table shows the result of the VLOOKUP function:

<b>Name</b>	Ann Trapp
<b>Salary</b>	\$ 80,691

Excel translated the formula to “\$80,691” for employee “Ann Trapp”.