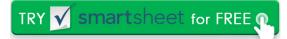
Excel 2013



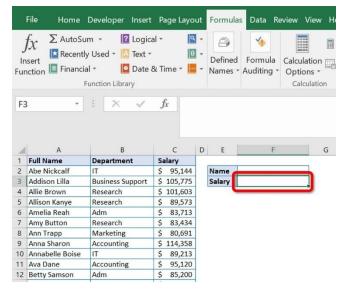
Quick Reference Card

How to Use VLOOKUP in Excel 2013

This short tutorial uses Excel 2013 to show you a working example of the VLOOKUP function.

1. Decide where you will place your VLOOKUP formula.

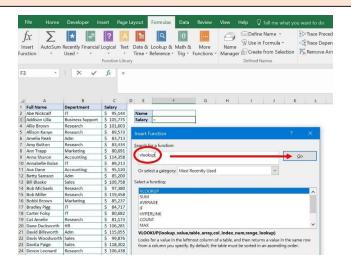
This example uses a spreadsheet of employee names, departments, and salaries. You want to add a VLOOKUP box that allows you to enter an employee's name and have their salary automatically populate so that you don't have to manually search through thousands of data rows. This is an exact lookup. Next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



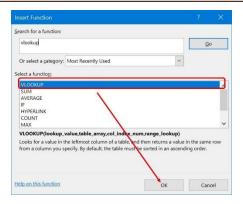
2. Click cell F3. Click the Formulas tab and select Insert Function.

	File Home	Developer Insert	Page Lavo	(Formula	s Data	Review	View	н
	sert Financi	·	al • Q Ø & Time • D		Defined Names +	Formu Auditing	lla Calc g ▼ Op	ulation tions * alculatior	1 1 1
F3	-	: × 🗸	fx						
	А	В	с	D	E		F	(3
1	A Full Name	B	C Salary	D	E		F	(3
			~	D	E Name		F		3
2	Full Name	Department	Salary	D			F		3
2	Full Name Abe Nickcalf	Department IT	Salary \$ 95,144	D	Name		F		3
2 3 4	Full Name Abe Nickcalf Addison Lilla	Department IT Business Support	Salary \$ 95,144 \$ 105,775	D	Name		F		3
2 3 4 5	Full Name Abe Nickcalf Addison Lilla Allie Brown	Department IT Business Support Research	Salary \$ 95,144 \$ 105,775 \$ 101,603	D	Name		F		5
2 3 4 5 6	Full Name Abe Nickcalf Addison Lilla Allie Brown Allison Kanye	Department IT Business Support Research Research	Salary \$ 95,144 \$ 105,775 \$ 101,603 \$ 89,573	D	Name	_	F		3
5 6 7	Full Name Abe Nickcalf Addison Lilla Allie Brown Allison Kanye Amelia Reah	Department IT Business Support Research Research Adm	Salary \$ 95,144 \$ 105,775 \$ 101,603 \$ 89,573 \$ 83,713	D	Name		F		3
2 3 4 5 6 7 8	Full Name Abe Nickcalf Addison Lilla Allie Brown Allison Kanye Amelia Reah Amy Button	Department IT Business Support Research Adm Research	Salary \$ 95,144 \$ 105,775 \$ 101,603 \$ 89,573 \$ 83,713 \$ 83,434	D	Name		F		5
2 3 4 5 6 7 8 9	Full Name Abe Nickcalf Addison Lilla Allie Brown Allison Kanye Amelia Reah Amy Button Ann Trapp	Department IT Business Support Research Adm Research Marketing	Salary \$ 95,144 \$ 105,775 \$ 101,603 \$ 89,573 \$ 83,713 \$ 83,434 \$ 80,691	D	Name	_	F		3
2	Full Name Abe Nickcalf Addison Lilla Allie Brown Allison Kanye Amelia Reah Amy Button Ann Trapp Anna Sharon	Department IT Business Support Research Adm Research Marketing Accounting	Salary \$ 95,144 \$ 105,775 \$ 101,603 \$ 89,573 \$ 83,713 \$ 83,434 \$ 80,691 \$ 114,358	D	Name	_	F		3

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



4. Click the highlighted VLOOKUP and click OK.



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

		Function Library			Defined	Names				
VLOOKUP	• : X ✓	fx =VL	ООКИР()							
A	В	C D	E	F	G	н	1	J	к	L
1 Full Name	Department	Salary								
2 Abe Nickca	If IT	\$ 95,144	Name							
3 Addison Lill	a Business Support	\$ 105,775	Salary =VLC	OKUP()						
4 Allie Brown		0.000		1						100
5 Allison Kan										×
6 Amelia Rea				1						
7 Amy Button	VLOOKUP	(
8 Ann Trapp	Lo	okup_value	¥¥		+	= any				
9 Anna Sharo	n					0.00				
10 Annabelle E	36	Table_array	*		1	= numb	per			
11 Ava Dane	Col	index num		₩¥	1	= numb	OF.			
12 Betty Sams	0	Index_num		THE		- 100111	/61			
13 Bill Blasko		ange_lookup		4	<u>↑</u>	= logica	al			
14 Bob Micha	2									
15 Bob Miller	-					=				
16 Bobbi Brow	LOOKS IOI a value in the i		of a table, and the	en returns a valu	e in the same	e row from	a column yo	ou specify. By	default, th	ne table
17 Bradley Pig		ending order.								
18 Carter Fois 19 Cat Amelie	<u>/</u>	Lookup	value is the val	ue to be found	in the first co	lumn of the	a table and c	an he a valu	e a referer	oce or
20 Dane Duck		LOOKup_	a text str		in the mist co	or the	c tubic, and t	un oc a valu	c, u referei	100,01
20 Dane Duck 21 David Billsv	-		a tent bu							
21 David Billsv 22 Davis Woo										
23 Davis Woo										
24 Devon Leon										
25 Ed Kimmy	Help on this function						(ОК	Canc	el
()	Theip on this function								come	
					1					

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.

. In the <i>Lookup_value</i> text box, type "F2".								
	Function Library Defined Names							
F3	\sim : $\times \checkmark f_x$ =VLOOKUP(f2)							
A 1 Full Name 2 Abe Nickca 3 Addison Lill 4 Allie Brown 5 Allison Kan 6 Amelia Rea 7 Amy Button	Business Support \$ 105,775 Salary =VLOOKUP(f2) Function Arguments ? X							
8 Ann Trapp 9 Anna Sharc 10 Annabelle 1 11 Ava Dane 12 Betty Sams 13 Bill Blasko 14 Bob Michae	Table_array 1 = number Col_index_num 1 = number Range_lookup 1 = logical							
15 Bob Miller 16 Bobbi Brov 17 Bradley Pig 18 Carter Fois 20 Dane Duck 21 David Billsv	= 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							
 22 Davis Woo 23 Davita Paig 24 Devon Leo 25 Ed Kimmy 	Formula result =							

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 sees. Also, Excel provides information below the text boxes to help you understand each argument.

<i>le_array</i> tex	t box, select the table area that Excel should use to find your lo
	Function Library Defined Names
F3 *	\therefore \checkmark f_x =VLOOKUP(f2,A1:C839)
A	B C D E F G H I J K L
1 Full Name	Department Salary
2 Abe Nickcalf	IT \$ 95,144 Name Amelia Reah
3 Addison Lilla	Business Support \$ 105,775 Salary =VLOOKUP(f2,A1:C839)
4 Allie Brown	Function Arguments ? X
5 Allison Kanye	Function Arguments ? X
6 Amelia Reah	VLOOKUP
7 Amy Button	
8 Ann Trapp	Lookup_value f2
9 Anna Sharon	
10 Annabelle Boise	Table array A1:C839 1 = ("Full Name","Department","Salary";"Abe Nic
11 Ava Dane	Col_index_num 1 = number
12 Betty Samson	
13 Bill Blasko	Range_lookup 🛨 = logical
14 Bob Michaels	
15 Bob Miller	=
16 Bobbi Brown	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
17 Bradley Pigg	must be sorted in an ascending order.
18 Carter Foisy	
19 Cat Amelie	Table_array is a table of text, numbers, or logical values, in which data is retrieved. Table_array can be a
20 Dane Duckworth	reference to a range or a range name.
21 David Billsworth	
22 Davis Woodworth	n in the second s
23 Davita Paige	Formula result =
24 Devon Leonard	
25 Ed Kimmy	Help on this function OK Cancel
NII C	

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.

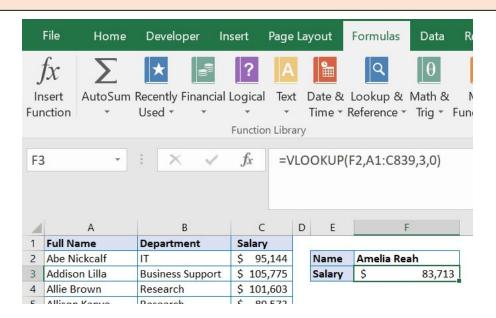
Function Library									Defined Names						
F3	×	× 🗸	fx =∖	/LOO	KUP(f2,A1:C839,3)									
4	A	В	с	D	E F		G	н	I	J		к	L		
1	Full Name	Department	Salary												
2	Abe Nickcalf	IT	\$ 95,144	N	ame Amelia Reah										
3	Addison Lilla	Business Support	\$ 105,775	Sa	alary =VLOOKUP(f2,	A1:C839,3)									
4	Allie Brown														
5	Allison Kanye	Function Argum	ents										×		
6	Amelia Reah														
7	Amy Button	VLOOKUP													
8	Ann Trapp		Lookup_v	alue	f2		1	=	"Amelia Re	ah"					
9	Anna Sharon		reewap_r						/ unend ru						
10	Annabelle Boise		Table_a	rray	A1:C839		1	=	{"Full Nam	e","Depart	ment","	'Salary"	"Abe Nickc		
11	Ava Dane		Col index		3		1	-	2						
12	Betty Samson		Col_Index_I	num	3		1	=	3						
13	Bill Blasko		Range_loo	okup			1	= logical							
14	Bob Michaels														
15	Bob Miller							=	83713						
16	Bobbi Brown	Looks for a value in	n the leftmost	colum	n of a table, and then re	eturns a valu	ue in the san	ne ro	w from a co	lumn you	specify.	By defa	ult, the table		
17	Bradley Pigg	must be sorted in a	an ascending o	order.											
18	Carter Foisy														
19	Cat Amelie		Co	ol_ind	ex_num is the colum					matching	value sl	nould b	e returned.		
20	Dane Duckworth				The first colu	umn of value	es in the tab	le is d	column 1.						
21	David Billsworth														
22	Davis Woodworth	-													
23	Davita Paige	Formula result =	\$										83,713		
24	Devon Leonard														
25	Ed Kimmy	Help on this function	on							OK	-		Cancel		
	► VLO														

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 the salary of employee "Amelia Reah" is "83713".

9. In the Ran	ge	_lookup	box, type	"false	" or '	"0", as yo	ou want a	an	exact match, not an approximate match.
	Function Library								Defined Names
	F3 - : 🗙 🗸		: × 🗸	fx =VLOOKUP(f2,A1:C839,3,0)			,0)		
		A	в	с	DE	E	G	н	H I J K L
	1	Full Name	Department	Salary	0 1		0		
		Abe Nickcalf	IT	\$ 95,144	Name	Amelia Reah			
	1.00	Addison Lilla	Business Support	\$ 105,775	Salary		A1.C839 3 0)		
		Allie Brown	Business support	÷ 105,115	outer	VEGOROT (IE)	(110035),5,6)		
		Allison Kanye	Function Argum	ents					? ×
		Amelia Reah							
	7	Amy Button	VLOOKUP						
	8	Ann Trapp		Lookup va	alue f2			1	= "Amelia Reah"
	9	Anna Sharon		Loonup_1					
	10	Annabelle Boise		Table_a	rray A1	:C839		<u>↑</u>	= {"Full Name","Department","Salary";"Abe Nickc
	11	Ava Dane		Col index r	num 3			1	= 3
	12	Betty Samson						÷	
		Bill Blasko		Range_loc	okup 0			1	= FALSE
		Bob Michaels							
		Bob Miller							= 83713
		Bobbi Brown				a table, and then re	turns a value in the	e same	ne row from a column you specify. By default, the table
		Bradley Pigg	must be sorted in a	n ascending o	order.				
		Carter Foisy		G	ango loo	kun is a logical v	alue: to find the clo	cost m	match in the first column (sorted in ascending order) =
		Cat Amelie			ange_100		tted: find an exact r		
	00024551	Dane Duckworth				INCE OF ON	tted, find an exact i	nuteri	
		David Billsworth							
		Davis Woodworth							
		Davita Paige	Formula result =	\$					83,713
		Devon Leonard							
	25	Ed Kimmy	Help on this function	m					OK Cancel
	- 4	VLO	UNOT EAUCT INIT	ten vec		pproximate m	aten veoor	NOT	Classify bata VEOOROF Som in ()

Excel also provides tips for each argument below the text boxes.

10. Click OK.



Excel translated the formula to "\$87,713" for employee "Amelia Reah".