

**Course
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Use of VLOOKUP Function in MS Excel

Microsoft Excel

Module 36 - Use of VLOOKUP Function in MS Excel

VLOOKUP Function

VLOOKUP works by searching down the first column of a table to find a match. Once it locates that match, it retrieves data from the specified column of the same row. For instance, if you're looking for a product's price, VLOOKUP in Excel scans the list of products, finds the one you're looking for, and returns the price from the corresponding column.

Let's break down how to use VLOOKUP in Excel further:

=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

lookup_value: This is the value you're searching for in the first column. It could be something like a product name or ID.

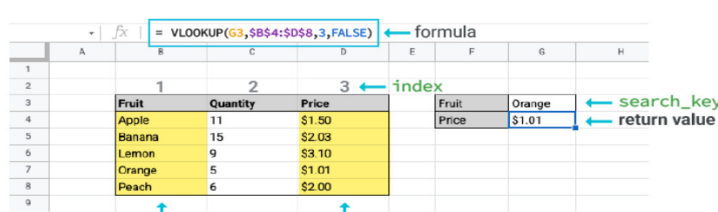
table_array: This refers to the range of cells where Excel will search for the value and where it will pull the data from. It usually covers multiple rows and columns.

col_index_num: This tells Excel which column to grab the data from. The first column of the table is column 1, the next one is column 2, and so on.

range_lookup: This is where you specify if you want an exact match (FALSE) or a close match (TRUE). For exact matches like product names or IDs, you'd use FALSE.

For example, with the formula **=VLOOKUP("Apple", A1:C10, 2, FALSE)**, Excel will check for "Apple" in column A and return the value in the second column, such as the price of apples from column B. If Excel cannot discover a match, it will return #N/A, indicating that the value is not accessible.

If you have known information on your spreadsheet, you can use **VLOOKUP** to search for related information by row. For example, if you want to buy an orange, you can use **VLOOKUP** to search for the price.



Fruit	Quantity	Price
Apple	11	\$1.50
Banana	15	\$2.03
Lemon	9	\$3.10
Orange	5	\$1.01
Peach	6	\$2.00

Labels in the screenshot: **formula** points to the formula bar; **index** points to the value 3 in the formula; **search_key** points to 'Orange' in the table; **return value** points to '\$1.01' in the table; **search_key column** points to column B; **return value column determined by index** points to column D.

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Use of VLOOKUP Function in MS Excel

Syntax

=VLOOKUP(search_key, range, index, [is_sorted])

Inputs

- Search_key:** The value to search for in the first column of the range.
- Range:** The upper and lower values to consider for the search.
- Index:** The index of the column with the return value of the range. The index must be a positive integer.
- Is_sorted:** Optional input. Choose an option:
 - FALSE = Exact match. This is recommended.
 - TRUE = Approximate match. This is the default if is_sorted is unspecified.

Important: Before you use an approximate match, sort your search key in ascending order. Otherwise, you may likely get a wrong return value.

Return value

The first matched value from the selected range.

Assignment

Employee ID	Name	Department	Salary	Joining Date	Manager ID
101	Arjun Sharma	Sales	50000	15-01-2020	1001
102	Priya Patel	Marketing	60000	10-08-2019	1002
103	Ravi Kumar	HR	55000	22-03-2021	1003
104	Neha Gupta	Finance	70000	30-07-2018	1004
105	Rohit Verma	IT	75000	05-10-2020	1005
106	Anjali Reddy	Sales	53000	25-11-2019	1001
107	Deepak Yadav	Marketing	58000	11-02-2021	1002
108	Aarti Desai	HR	52000	17-07-2022	1003
109	Vikram Singh	Finance	72000	21-05-2020	1004
110	Meera Iyer	IT	78000	30-01-2022	1005

Tasks:

- Use the VLOOKUP function to find the **Department** for the **Employee ID 104**.

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Use of VLOOKUP Function in MS Excel

2. Use the VLOOKUP function to find the Salary of an employee based on Employee ID 106.

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