

Lesson 2 Vlookup Function

The VLOOKUP Function is a great tool to use when you need to look up specific information in tables. The following will explain how to use the VLOOKUP Functions.

1. As an example suppose that is in (1) we needed to find the letter grade for each student. The VLOOKUP Function would be perfect for this situation

	A	B	C
1	Name	Grade	Letter
2	Watson	95	
3	Cook	88	
4	Samples	75	
5	Smith	62	
6	Johnson	90	

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2. First, you would build your table in a remote location on your spreadsheet. (2) shows an example of a table that can be used to determine the letter grade for students in the class.

	G	H	I
1	0	59	F
2	60	69	D
3	70	79	C
4	80	89	B
5	90	100	A

2

3. Click to select the location where you want the letter grade to appear. In (1), you would **select cell C2**.
4. From the ribbon, click the *Formulas* tab. Then, click the Formula Builder button (2)



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5. In the Formula Builder window, as indicated in (3), enter the following in the search box VLOOKUP.
Then press the Return key on your keyboard.



3

6. In the *Formula Builder* window, double-click VLOOKUP(4).



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7. At the bottom of the *Formula Builder*, you will see text boxes that will allow you to create a VLOOKUP on your spreadsheet. (5)

Arguments	
VLOOKUP	
lookup_value	any
table_array	number
col_index_num	number
range_lookup	logical
is True	▼

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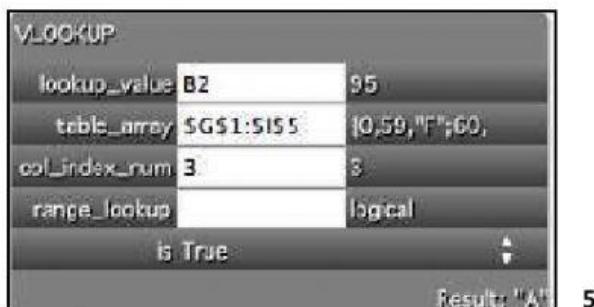
The following will explain what values you will need to enter into these text boxes.

Lookup_value = Enter the location of the value that you want to lookup. In (5) example, you would enter **B2**.

table_array = Enter the cell location for the table to be searched. First, you would enter the location for the upper left cell ((6), this would be cell G1.) Then you would enter the location for the lower right cell (in (6) this would be **I5**).

When you enter the cell location, place the “\$” symbol before each letter and number (please see the note below for an explanation, as indicated in this following : **\$G\$1:\$I\$5**

col_index_num = Enter the number of columns in the table, e.g. in(5) you would enter **3**



NOTE: Using the **\$** symbol creates an **Absolute** cell reference (opposed to a **Relative** cell reference). When the **Absolute** cell reference is copied, it will continue to refer to the table and provide valid results. Otherwise, if you used the **Relative** cell reference, you would receive **invalid** results.

8. Press the *Return* key on the keyboard and the correct result from the table will appear within cell C2, as indicated in (6)

	A	B	C
1	Name	Grade	Letter
2	Watson	95	A
3	Cook	88	
4	Samples	75	
5	Smith	62	
6	Johnson	90	
7			

6

9. Copy the results in cell throughout the remainder of the "C" column (please see below to learn how to copy a cell) Upon doing this, the result will appear as seen in (7) .

	A	B	C
1	Name	Grade	Letter
2	Watson	95	A
3	Cook	88	B
4	Samples	75	C
5	Smith	62	D
6	Johnson	90	A
7			

7

Copying Cells : An explanation

The following explains how to copy the formula to the other cells within the same columns:

- Select the cell that contains the formula. In *picture 6*, you would select **C2**.
- Allow your mouse pointer to hover over the bottom-right corner of the cell(*see picture 8*).

C	D
Letter	
A	

8

- When your cursor appears as a black plus sign, hold down the left mouse button drag to the last cell in the column (*picture 6*, you would drag until cell **C6**).
- The formula will be copied to the other cells.

Questions

1. Explain the meaning of the values:

Lookup_value

table_array

col_index_num

2. Explain what VLOOKUP function is