How to utilize the Excel Vlookup Function

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Purpose: The purpose of vlookup is to lookup values from a table that are in a column format. V stands for vertical and searches in vertical pattern, and lookup finds what is related within another table.

Example: If you have a database with names and departments that shows where each person works, and you have another spreadsheet that has data that can be related to that table, then you can use Vlookup to extract and fill in missing data.

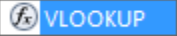|	A	B	C	D	E	F	G
1		Table 1				Table 2	
2	Employee Number	Name	Department			Employee	Dept
3	1	Chris	Technology			Tracy	
4	2	Tracy	Finance			John	
5	3	John	Transportation			Chris	
6	4	Lisa	Human Resources			Lisa	
7							

Fill in using the Vlookup Function

Steps to complete:

1. First **select** the **cell** that the data will be entered. Select **G3** in this scenario.

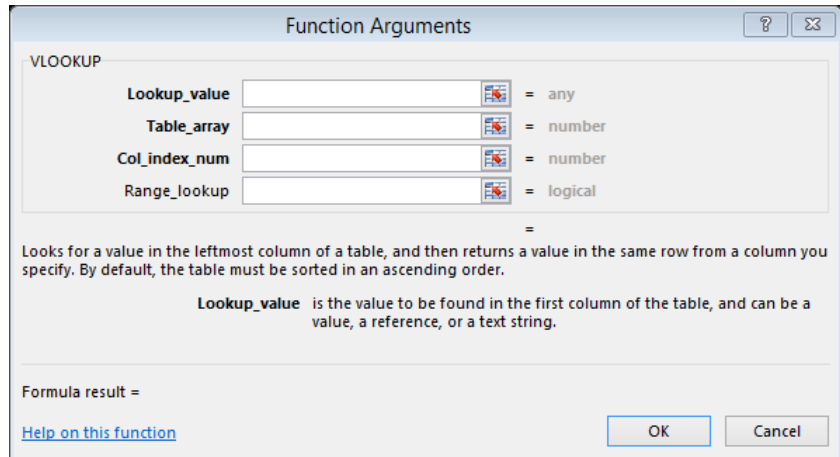 | F | G |
   |---|---|
   | Table 2 | |
   | Employee | Dept |
   | Tracy | |
   | John | |
   | Chris | |
   | Lisa | |

2. Next **type =vlookup.** Notice it will appear below as you type. From here you can press tab or double click to accept that entry.

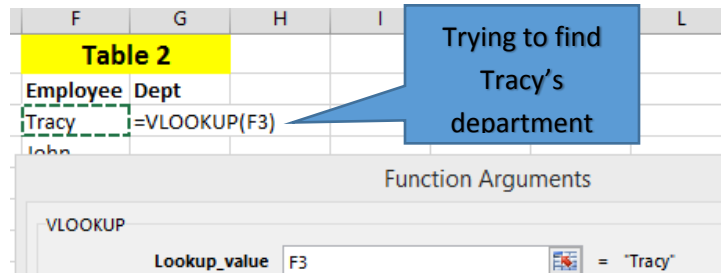 | F | G | H |
   |---|---|---|
   | Table 2 | | |
   | Employee | Dept | |
   | Tracy | =vl | |
   | John | VLOOKUP | |
   | Chris | | |
   | Lisa | | |

3. Now press the *fx* option.

fx =VLOOKUP(

4. **Vlookup** looks for the following items listed within the **Function Arguments window.**

Function Arguments

VLOOKUP

Lookup_value		= any
Table_array		= number
Col_index_num		= number
Range_lookup		= logical

=

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 must be sorted in an ascending order.

Lookup_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Formula result =

Help on this function   OK   Cancel

5. The **Lookup_value** is found in the table in the first column. Think about what you are trying to locate from the other table that is related. **Click on F3**.

	F	G	H	I		L
	Table 2			*Trying to find Tracy's department*	
	Employee	Dept			
	Tracy	=VLOOKUP(F3)			
	John				

Function Arguments

VLOOKUP

Lookup_value F3   = "Tracy"

6. **Table_array** will be the table or database that has the information we need to relate to.

	A	B	C	D	E
1		Table 1			
2	Employee Number	Name	Department		
3	1	Chris	Technology		
4	2	Tracy	Finance		
5	3	John	Transportation		
6	4	Lisa	Human Resources		

Function Arguments

VLOOKUP

Lookup_value F3

Table_array $B$3:$C$6

Select B3 through C6, and make them absolute with the dollar signs
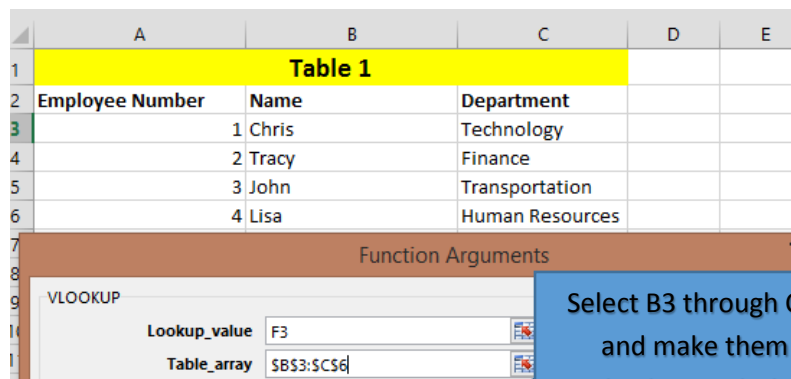
7. **Column_index_num** is the column to extract over to table 2. Use numbers instead of letters to identify the column within the table.

8. **Range_lookup** is a logical value: use **TRUE or 1** to find the **closest match** and use **FALSE or 0** to find the **exact match.**

9. The **results**.

10. Now to finish, use the **autofill** handle and **drag down**.