



Excel Cheat Sheet

VLOOKUPS

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Formula: =VLOOKUP(B3,C1:F6,4,0)	The 'V' in VLOOKUP stands for Vertical - this tells Excel what direction to look in the first column of your Table
1st Argument: B3 - Lookup_Value	This is the value what you want Excel to find - <i>must be contained within the first column in the Table Array</i>
2nd Argument: C1:F6 - Table_Array	This is the data (table) you select that you want Excel to look in - <i>Must begin with the Lookup Value</i>
3rd Argument: 4 - Col_Index_Num	When you select the Table Array, Excel indexes the columns in numbers, the column number you place in the formula will determine the information Excel retrieves back for you
4th Argument: 0 (or False) - Range_Lookup	This determines what type of match you get; True - Approximate Match; False - Exact Match If left blank it will default to True. Alternatively you can use the numbers 1 for True and 0 for False

VLookUp Function Solutions (See Formulas on the other side of this sheet)

	A	B	C	D	E	F	
1	This formula is looking up the Item Number and retrieving the Information I need		Item Number	Description	Invoice Number	Retail Price	
2			1120	Knives	1167	€25.00	
3			2010	Side Plates	1230	€46.50	
4	Lookup Value	Item Number	2010	3040	Dinner Plates	1011	€68.50
5	Information on Item Number	Invoice Number	1230	3049	Dishwasher	1022	€350.00
6		Description	Side Plates	3145	Cloths	1239	€7.75
7		Retail Price	€46.50	3292	Strainer	1204	€12.75

VLookUp Function Formulas (See Solution (Answers) on the other side of this sheet)

	A	B	C	D	E	F	
1	Note: Commas are used to separate each argument of the formula		Item Number	Description	Invoice Number	Retail Price	
2			1120	Knives	1167	€25.00	
3			2010	Side Plates	1230	€46.50	
4		Item Number	2010	3040	Dinner Plates	1011	€68.50
5		Invoice Number	=VLOOKUP(B4,C2:F7,3,0)	3049	Dishwasher	1022	€350.00
6		Description	=VLOOKUP(B4,C2:F7,2,0)	3145	Cloths	1239	€7.75
7		Retail Price	=VLOOKUP(B4,C2:F7,4,0)	3292	Strainer	1204	€12.75