



Module 17: VLOOKUP

17.1 VLOOKUP in Excel

The VLOOKUP function is one of the reference and lookup functions in Excel, and it helps you to find specific data in a table or in a specific range by row of data.

For example, the VLOOKUP function is useful if you want to look up an inventory item by inventory number.

The way to input the function is the following: **=VLOOKUP(value, table, col_index, [range_lookup])**

Value: the value to look for.

Table: the table from which to retrieve a value.

Col_index: The column in the table from which to retrieve a value.

Range_lookup: TRUE= approximate match, FALSE= exact match. This part is optional. If you do not use it, it will allow a non-exact match but it will use the exact match if there is one.

Don't forget, using \$ in cell references allows you to copy the formula in Excel without changing references (as shown in Module 8 - Running Totals).

17.2 Video Instruction

How to VLOOKUP in Excel - 4m50s

17.3 Task

Estimated Time: 10 minutes

Download the worksheet below and practice VLOOKUP using the video as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

[Tweet "I just completed Module 17 of the Microsoft Excel for Beginners Course"]
