



Module 18 : HLOOKUP

18.1 HLOOKUP in Excel

The HLOOKUP function is similar to the VLOOKUP function, but it looks for values horizontally (thus, the H), rather than vertically.

HLOOKUP searches for a value in the first row of a table. At the match column, it retrieves a value from the specified row. You use HLOOKUP when you want to search across a row to find a value in a specific column in a table.

The formula for the HLOOKUP Function is: **=HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])**

Lookup_value: refers to the value you want to find in the first row of the table. It can be a value or a text string.

Table_array: The table where you want the data looked up. These can be text, numbers, or values.

Row_index_num: This is the row number in the table being referenced where the matching value will be returned. **Range_lookup:** This is optional, but it will allow you to specify whether you want an exact match or an approximate match. TRUE will allow approximate matches, whereas FALSE will look up an exact match.

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).

18.2 Video Instruction

How to perform HLOOKUP in Excel - 2m34s

18.3 Task

Estimated Time: 10 minutes

Download the worksheet below and practise using the HLOOKUP function in Excel using the video as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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