

How To Use VLOOKUP in Excel

This short tutorial uses Excel 2010 and sample file to show you a working example of the VLOOKUP function.

Article reference: http://www.timeatlas.com/5_minute_tips/general/learning_vlookup_in_excel

Excel sample file: http://static.timeatlas.com/tutorials/VLOOKUP_Example.xls

Video reference: http://www.timeatlas.com/news/projects/Vlookup_demo


Last Revised: Feb 15, 2015

1. Download the Excel VLOOKUP sample file shown in the More VLOOKUP References section

Learning VLOOKUP in Excel

LAST UPDATED ON FEBRUARY 7, 2015 BY ANNEH (EDIT)

As September approaches, I can count on a series of spreadsheet questions. One of the popular Excel tutorial requests is how do you look up a value on one Excel worksheet and use it on another Excel worksheet. For example, you need to translate a product number into a product name. One of my favorite Excel functions is the VLOOKUP function and it can help with this task. (Includes [VLOOKUP_Example](#))



Note: For this tutorial, we will be deleting information on this sheet and recreating the VLOOKUP formula.

2. Open the sample file you downloaded from above in Excel.

| | A | B | C | D | E |
|---|--------------|-------------|--------------|------------------------|---|
| 1 | First | Last | Pcode | Political Party | |
| 2 | Smith | Fred | A | Democratic | |
| 3 | Robbins | Terry | 1 | Green | |
| 4 | O'Neill | Susan | B | Republican | |
| 5 | Parker | Scott | D | American Independent | |
| 6 | Perkins | Ralph | D | American Independent | |
| 7 | Talbot | Angie | 7 | Middle Class Pty | |
| 8 | | | | | |

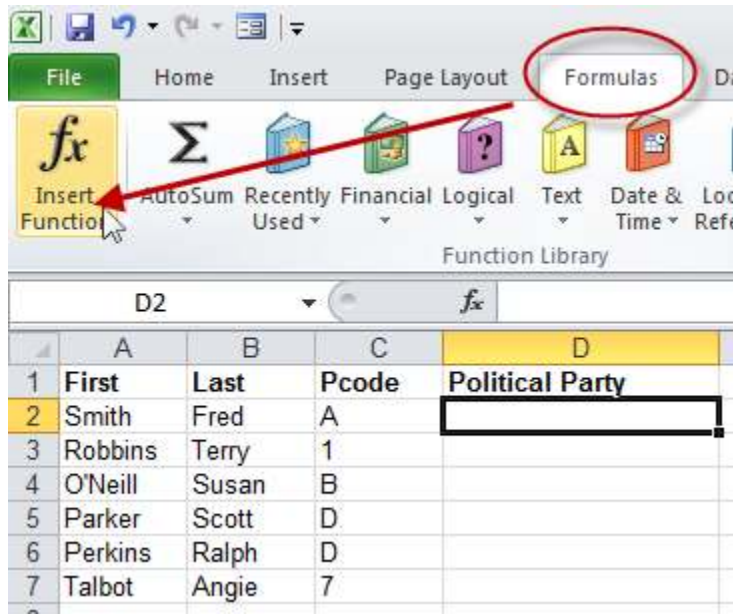
The workbook will have 2 sheets at the bottom: **Voters** and **Party Codes**. The first sheet is a listing of registered voters and the second contains names of political parties.

3. Delete the cell entries for D2:D7 because we will be rebuilding the formula.

| | A | B | C | D |
|---|--------------|-------------|--------------|------------------------|
| 1 | First | Last | Pcode | Political Party |
| 2 | Smith | Fred | A | |
| 3 | Robbins | Terry | 1 | |
| 4 | O'Neill | Susan | B | |
| 5 | Parker | Scott | D | |
| 6 | Perkins | Ralph | D | |
| 7 | Talbot | Angie | 7 | |

Note: You can keep the column header "Political Party".

4. Place your cursor in cell D2. Click the Formulas tab and select Insert Function.



5. In the Search for a function: text box type "vlookup" and click the Go button.

The screenshot displays the Microsoft Excel interface with the 'Formulas' tab selected. The 'Function Library' group is visible, showing various function categories. The 'Insert Function' dialog box is open, and the 'Search for a function:' text box contains the text 'vlookup'. A red circle highlights the text 'vlookup', and a red arrow points from this circle to the 'Go' button. The dialog box also shows a list of functions, with 'CONCATENATE' selected. The background spreadsheet shows a table with columns A-H and rows 1-25. The formula bar shows '= ' in cell D2.

| | A | B | C | D | E | F | G | H |
|----|---------|-------|-------|-----------------|---|---|---|---|
| 1 | First | Last | Pcode | Political Party | | | | |
| 2 | Smith | Fred | A | = | | | | |
| 3 | Robbins | Terry | 1 | | | | | |
| 4 | O'Neill | Susan | B | | | | | |
| 5 | Parker | Scott | D | | | | | |
| 6 | Perkins | Ralph | D | | | | | |
| 7 | Talbot | Angie | 7 | | | | | |
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6. Highlight VLOOKUP and click OK.

CONCATENATE X ✓ fx =

| | A | B | C | D | E | F | G | H |
|----|---------|-------|-------|-----------------|---|---|---|---|
| 1 | First | Last | Pcode | Political Party | | | | |
| 2 | Smith | Fred | A | = | | | | |
| 3 | Robbins | Terry | 1 | | | | | |
| 4 | O'Neill | Susan | B | | | | | |
| 5 | Parker | Scott | D | | | | | |
| 6 | Perkins | Ralph | D | | | | | |
| 7 | Talbot | Angie | 7 | | | | | |
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Insert Function ? X

Search for a function:

vlookup Go

Or select a category: Recommended

Select a function:

VLOOKUP
LOOKUP
HLOOKUP
IF

VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
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.

[Help on this function](#) OK Cancel

[Click here to download full PDF material](#)