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

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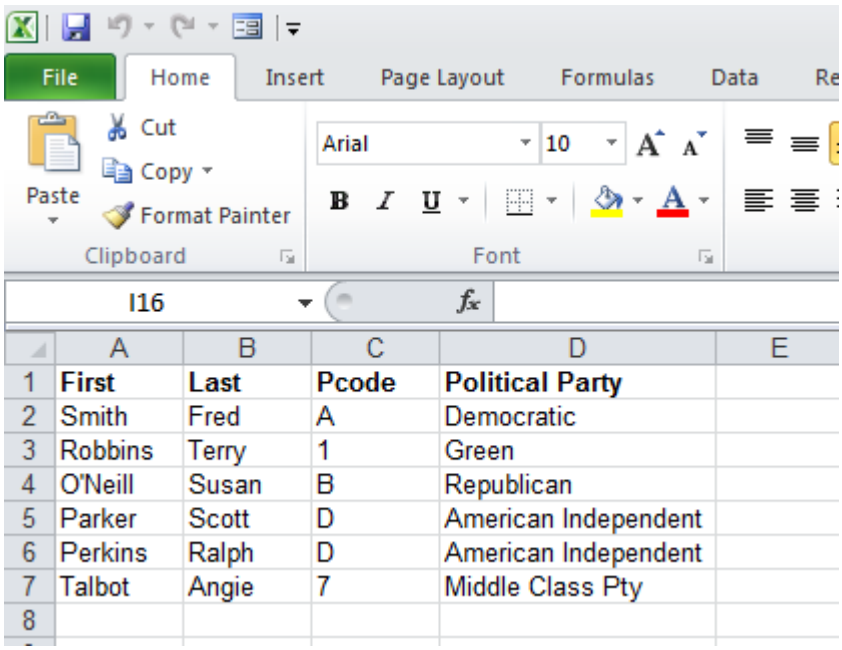
1. Download the Excel VLOOKUP sample file shown in the More VLOOKUP References section

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

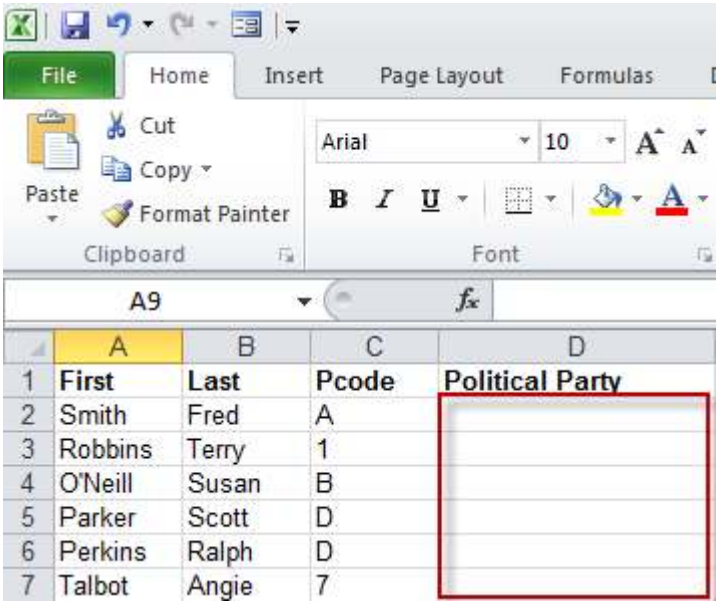
2. Open the sample file you downloaded from above in Excel.



	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.

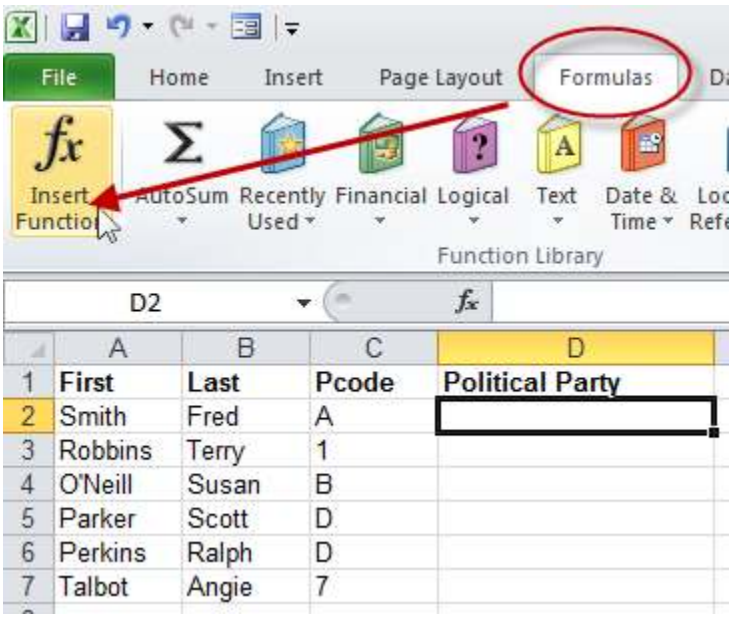
3. Delete the cell entries for D2:D7 because we will be rebuilding the formula.



	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	

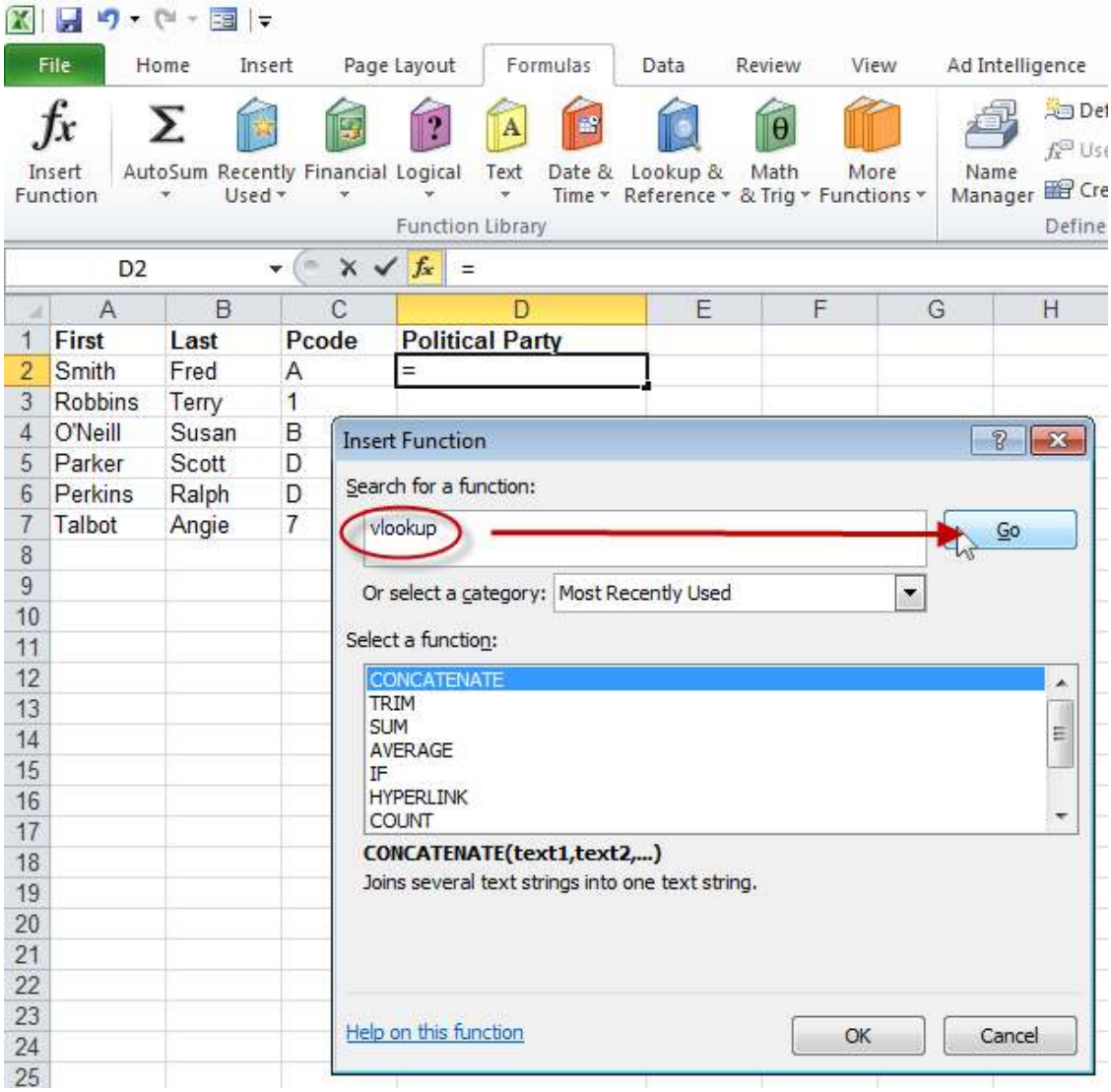
Note: You can keep the column header "Politcal Party".

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

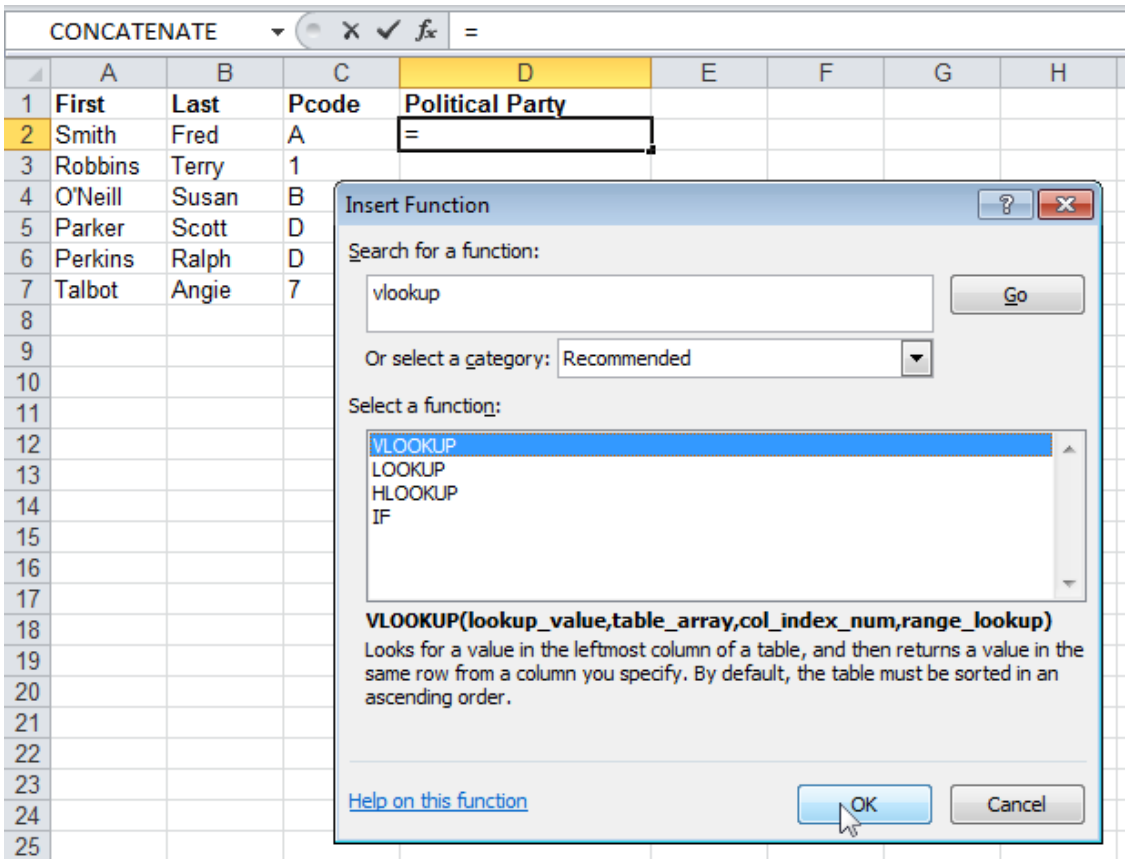


	A	B	C	D
1	**First**	**Last**	**Pcode**	**Political Party**
2	Smith	Fred	A	
3	Robbins	Terry	1	
4	O'Neill	Susan	B	
5	Parker	Scott	D	
6	Perkins	Ralph	D	
7	Talbot	Angie	7	

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



6. Highlight VLOOKUP and click OK.



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