

Master Excel Lookup Functions: The Comprehensive Guide



A Comprehensive Look at Vlookup and Other Excel Lookup Functions by Patricia McCarthy

★★★★★ 5 out of 5

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Excel Lookup Functions are indispensable tools for data retrieval and analysis in spreadsheets. They allow you to quickly and easily find and extract specific information from a large dataset, saving you countless hours of manual searching and data manipulation.

In this comprehensive guide, we will delve into the world of Excel Lookup Functions, exploring the most commonly used functions such as VLOOKUP, HLOOKUP, and XLOOKUP. We will provide step-by-step instructions, real-world examples, and advanced techniques to help you master these functions and unlock their full potential.

VLOOKUP: The Versatile Lookup Function

VLOOKUP is the most versatile and widely used Lookup Function in Excel. It allows you to search for a specific value in a specified column (known as the lookup column) and then return a corresponding value from another column in the same row.

	A	B	C	D	E	F
1						
2						
3						
4						
5	1 Apple	MacBook Pro	Ultrabook	8	1399.99	
6	2 Lenovo	Ideapad 320-15ISK	Notebook	4	459	
7	3 HP	ProBook 440	Notebook	8	499	
8	4 Microsoft	Surface Laptop	Ultrabook	4	1089	
9	5 Dell	Inspiron 3567	Notebook	4	498.9	
10	6 Acer	Aspire 3	Notebook	4	400	
11	7 Apple	MacBook Air	Ultrabook	8	1158.7	
12	8 Asus	ZenBook	Ultrabook	16	1495	
13	9 Azen	Swift 3	Ultrabook	8	999	
14	10 HP	Pavilion 15	Ultrabook	8	699	
15						
16						
17						

The syntax of VLOOKUP is as follows:

```
VLOOKUP(lookup_value, table_array, col_index_num,  
[range_lookup])
```

- **lookup_value:** The value you want to search for in the lookup column.
- **table_array:** The range of cells that contains the lookup column and the data you want to retrieve.
- **col_index_num:** The column number from the table_array that contains the data you want to retrieve.

- **range_lookup:** An optional argument that specifies whether you want an exact match (FALSE) or an approximate match (TRUE).

HLOOKUP: Searching Horizontally

HLOOKUP is similar to VLOOKUP, but it searches for a specific value in a specified row (known as the lookup row) and then returns a corresponding value from another row in the same column.

The screenshot shows an Excel spreadsheet with two tables. The first table, titled 'Tax rates', contains VAT percentages for Germany (19%), Switzerland (8%), Austria (20%), Canada (5%), UK (20%), and India (15%). The second table, titled 'Data', contains products and their tax rates across different countries. The formula `=HLOOKUP(C12,C2:H3,2,FALSE)` is entered in cell C12, which corresponds to 'Product 1' and 'Germany'. The result is 19%, which is the VAT for Germany. The table array `C2:H3` is highlighted in green. The Excel logo is visible in the bottom right corner.

	A	B	C	D	E	F	G	H
1								
2		Tax rates						
3	Country	Germany	Switzerland	Austria	Canada	UK	India	
4	VAT	19%	8%	20%	5%	20%	15%	
5								
6		Data						
7	Product	Country	Tax rate					
8	Product 1	Germany	19%					
9	Product 1	Austria	20%					
10	Product 1	Switzerland	8%					
11	Product 1	Canada	5%					
12	Product 2	Germany	19%					
13	Product 1	UK	HLOOKUP(C12,\$C\$2:\$H\$3,2,FALSE)					
14	Product 2	UK	20%					
15	Product 2	Switzerland	8%					
16	Product 2	India	15%					
17	Product 2	Austria	20%					
18	Product 1	India	15%					

=HLOOKUP(C12,\$C\$2:\$H\$3,2,FALSE)

The syntax of HLOOKUP is as follows:

```
HLOOKUP(lookup_value, table_array, row_index_num,
[range_lookup])
```

- **lookup_value:** The value you want to search for in the lookup row.

- **table_array:** The range of cells that contains the lookup row and the data you want to retrieve.
- **row_index_num:** The row number from the table_array that contains the data you want to retrieve.
- **range_lookup:** An optional argument that specifies whether you want an exact match (FALSE) or an approximate match (TRUE).

XLOOKUP: The Modern Lookup Function

XLOOKUP is the latest addition to the Excel Lookup Functions family. It combines the functionality of VLOOKUP and HLOOKUP into a single, more powerful function. XLOOKUP allows you to search for a value in a specified column or row and then return a corresponding value from another column or row.

The screenshot shows a Microsoft Excel spreadsheet with a table of area codes and states. The table has columns for 'Area Code' and 'State or Territory'. Row 16 is highlighted in pink. The formula bar shows the formula =XLOOKUP(216, A2:A19, B2:B19). Handwritten annotations explain the formula: 'What we are looking for' points to the value 216 in the formula bar; 'The range in which to look' points to the range A2:A19; 'The range from which to return the value' points to the range B2:B19. The table data is as follows:

Area Code	State or Territory
202	Washington D.C.
204	Quebec
205	Alabama
206	Washington
207	Maine
208	Idaho
209	California
210	Texas
212	New York
213	California
214	Texas
215	Pennsylvania
216	Ohio
217	Michigan
218	Minnesota
219	Indiana
224	Illinois

The syntax of XLOOKUP is as follows:

```
XLOOKUP(lookup_value, lookup_array, return_array,  
[if_not_found], [match_mode], [search_mode])
```

- **lookup_value:** The value you want to search for in the lookup_array.
- **lookup_array:** The range of cells that contains the lookup_value.
- **return_array:** The range of cells that contains the data you want to retrieve.
- **if_not_found:** An optional argument that specifies the value to be returned if the lookup_value is not found.
- **match_mode:** An optional argument that specifies the match

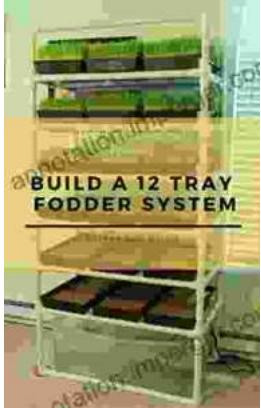


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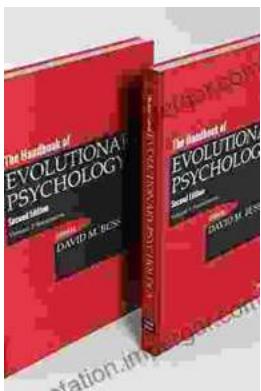
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