



Excel Cheat Sheet

VLOOKUPS

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Formula: =VLOOKUP(B3,C1:F6,4,0)

1st Argument: B3 - Lookup_Value

2nd Argument: C1:F6 - Table_Array

3rd Argument: 4 - Col_Index_Num

4th Argument:

0 (or False) - Range_Lookup

The "V" in VLOOKUP stands for Vertical - this tells Excel what direction to look in the first column of your Table

This is the value what you want Excel to find - must be contained within the first column in the Table Array

This is the data (table) you select that you want Excel to look in - Must **begin** with the **Lookup Value**

When you select the Table Array, Excel indexes the columns in numbers, the column number you place in the formula will determine the information Excel retrieves back for you

This determines what type of match you get; **True** - Approximate Match; **False** - Exact Match

If left blank it will default to True. Alternatively you can use the numbers 1 for True and 0 for False

VLookUp Function Solutions (See Formulas on the other side of this sheet)

		A	B	C	D	E	F
1	This formula is looking up the Item Number and retrieving the Information I need			Item Number	Description	Invoice Number	Retail Price
2					1120 Knives	1167	€25.00
3					2010 Side Plates	1230	€46.50
4	Lookup Value	Item Number	2010	3040 Dinner Plates		1011	€68.50
5	Information on Item Number	Invoice Number	1230	3049 Dishwasher		1022	€350.00
6		Description	Side Plates	3145 Cloths		1239	€7.75
7		Retail Price	€46.50	3292 Strainer		1204	€12.75

VLookUp Function Formulas (See Solution (Answers) on the other side of this sheet)

			Column Index Number				
		A	B	C	D	E	F
1	Note: Commas are used to separate each argument of the formula			Item Number	Description	Invoice Number	Retail Price
2					1120 Knives	1167	€25.00
3					2010 Side Plates	1230	€46.50
4		Item Number	2010	3040 Dinner Plates		1011	€68.50
5		Invoice Number	=VLOOKUP(B4,C2:F7,3,0)	3049 Dishwasher		1022	€350.00
6		Description	=VLOOKUP(B4,C2:F7,2,0)	3145 Cloths		1239	€7.75
7		Retail Price	=VLOOKUP(B4,C2:F7,4,0)	3292 Strainer		1204	€12.75

Easy Cheat Sheet For Excel Vlookup

Darren Smith, Pamela Winchie



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Excel Automate Report Ceyvian C,2011-10-10 This book will teach you on how to prepare reports automatically by creating templates with combined formulas. Then you can use the template to generate the regular daily weekly bi weekly or monthly report as and when automatically by placing your ongoing updated data into the template with Excel Automate Report concept. This solution saves you a lot of valuable time plus you don't have to repeat the same report making process again and again. Suitable for Sales Personnel Marketing Personnel Purchaser Administrator Analyst *Advanced Excel for Productivity* Chris Urban,2016-09 This book is for those who are familiar with Microsoft Excel and use it on a regular basis. You know there's more out there a way to do more faster and better. Learn to step up your game with Advanced Excel for Productivity a readable and useful guide to improving everything you do in Excel. Learn advanced techniques for Microsoft Excel including keyboard shortcuts functions data analysis VBA and other advanced tips **Microsoft Office Specialist** Linda F. Johnson,2006-07-28 Validate your expertise and get the attention of employers with Microsoft Office Specialist certification. This comprehensive guide is what you need to prepare for certification in Excel 2003 both the Specialist and Expert levels. Carefully planned by a seasoned Microsoft Office Specialist instructor this invaluable study guide uses real world scenarios to teach the full range of Excel 2003 skills you need not only to prepare for the certification exams but also to increase your ability and productivity in the workplace. Covering twenty four Specialist exam objectives and thirty three Expert exam objectives the book progresses through the functions and features of Excel software. Even entry level Excel users can rapidly build their skills. Excel 2003 Specialist Certification Skill Sets Creating Data and Content Analyzing Data Formatting Data and Content Collaborating Managing Workbooks Excel 2003 Expert Certification Skill Sets Organizing and Analyzing Data Formatting Data and Content Collaborating Managing Data and Workbooks Customizing Excel Plus you'll find additional career preparation tools including Solutions for real world scenarios Structured learning for quick productivity Full glossary of terms Go to www.sybex.com/go/msexcel2003 for downloadable sample files from the exercises in the book Practice what you've learned on your own Visit www.sybex.com for all of your professional certification needs

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