



VLOOKUP() – The most important function in Excel. It connects 2 tables

Find my free online course on this function on www.jiribenedikt.com/vlookup/

Example: We have a list of orders and a price list. The order list contains customers and the ID of a trip they ordered. We can find the name of the trip using the VLOOKUP function.

	A	B	C	D	E	F
1	Order List				Price list	
2	Customer	Trip ID	Trip name		Trip ID	Trip name
3	Sojka Matyas	F06	=VLOOKUP(B3;E:F;2;0)		E12	Around Spain
4	Le Ludek	E12	A VLOOKUP(lookup_value; table_array; col_index_num; [range_lookup])		I11	Paris
5	Prusa Samuel	I24	The Capri Island		I23	Discover South Italy
6	Komarek Emil	F06	Three days in Paris		I23	Spring in Dolomites
7	Machacek Vladislav	E01	A week in Andalusia		N12	North Lapland

A tool to remember VLOOKUP's 4 inputs

„Find what is in cell _____. Look in the first column of a table placed in _____. If you find something, give me result from the same line from the _____ the column. If you won't find anything, do ____ (0 = nothing 1 = find approximate value)

Example : = VLOOKUP(B3;E:F;2;0)

1. Value I am looking for? It is in B3
2. Table I search? In column E:F
3. Which column has the result? 3 (third)
4. Exact match? 0=Yes, 1=Ne. **Usually, you use 0!**

You can type the formula directly into the cell or use the **Insert Function Wizard** here:



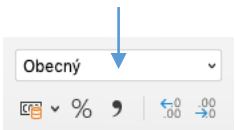
VLOOKUP() Tips and tricks

1. **You can only search in the first column of the source table.** The result can be in any column to the right of the searched column.
2. **What for “slipping”:** I suggest selecting full columns of the searched table (Like in our example above – E:F), not just the area of the table. This makes filling the function to the lines below much easier. If you select just the area, it will “slip” due to relative reference. To avoid that, you would need to use absolute reference, like \$E\$3:\$F\$8
3. **Do not forget the zero in the last input.** 0 = exact match (or, you can use FALSE). If you select that and the value will not be found, the function will return an error (#N/A). If you chose 1 = approximate match (or TRUE), the function will find the nearest lower value. That can be sometimes useful, but in this case, the source table needs to be sorted alphabetically.
4. **Watch out for spaces extra spaces at the end of the searched value** – VLOOKUP is not Google. In order to find your value, it needs to be the exact same string of character. An extra space is invisible, but it changes the result.

To avoid the traps, you can use INDEX+MATCH function. Check advanced tutorial at www.jiribenedikt.com/indexmatch

Number stored as a text string

On the **home** tab, you can choose for each cell how will Excel save the value entered (such as number, text, date, percentage). “General” means that Excel will choose the right format for you.



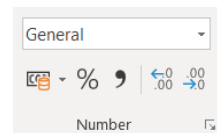
Some number are not stored well automatically:

Phone	4,21E+11
Agent code	7

In this case, the phone number got rounded and my agent number (007) lost its zeros on the beginning. To avoid that, you need to insert it as a text string.

Insert number as text string

1. **Before** entering the number set the cell/area format to **text**.
2. Now, the number is formatted as a text string. Excel displays an error: “Number stored as text”, but this exactly what we want here.



Phone	+420 777 253 754
Agent code	007

Convert text strings to number with this trick: Write 1 to any cell, copy it, then select text to convert and press **Home > Paste > Paste Special > Multiply**

Convert number to text string: you can use **Text to columns** or a function =TEXT(A1;”0”)

Notes