CASE | TOTAL TEACHING TIME - 3 HOURS

LOOKUP Functions in Microsoft Excel

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Synopsis

The purpose of this note is to introduce and illustrate the use of Microsoft Excel's built-in lookup functions. With a growing number of applications for data, managing and navigating through a database has become a necessary skill. Pulling out specific information from large Excel cell ranges or datasets is made easy by the Excel functions VLOOKUP, HLOOKUP, XLOOKUP, INDEX and MATCH. These functions help to search for and return the required data based on the conditions set by the user. For example, with the help of these functions, it is possible to easily answer a question such as "What is the e-mail ID of an employee with a unique employee ID?", given an employee information database of up to 10,48,576 employees.

In this note, we first introduce each of these functions, discuss its basic syntax and then illustrate its use through appropriate examples. MS Office 365 has been used to develop these examples.

On the completion of this note and its associated activities, you will be able to:

- use lookup functions in Microsoft Excel (VLOOKUP, HLOOKUP, XLOOKUP, INDEX and MATCH)

- recognize situations where these functions may be useful.

RELATED PRODUCTS

1) *Supplementary Materials*: Product Number- CHIRP-96737-SM