

Self-Made Assignment - MS Excel

Use of V-LOOKUP Function in MS Excel



Make this Dataset.

Item Name	Cost Price	Sale Price	Department
Laptop	₹ 500	₹ 700	Electronics
Smartphone	₹ 200	₹ 350	Electronics
Tablet	₹ 150	₹ 250	Electronics
Headphones	₹ 30	₹ 60	Electronics
Charger	₹ 10	₹ 20	Accessories
Monitor	₹ 100	₹ 150	Electronics
Keyboard	₹ 25	₹ 50	Accessories
Mouse	₹ 15	₹ 30	Accessories
Speaker	₹ 50	₹ 90	Electronics
Smartwatch	₹ 100	₹ 180	Wearables
Printer	₹ 150	₹ 250	Electronics
External Hard Drive	₹ 75	₹ 120	Electronics
Webcam	₹ 40	₹ 75	Electronics
USB Flash Drive	₹ 10	₹ 20	Accessories
Camera	₹ 300	₹ 450	Electronics

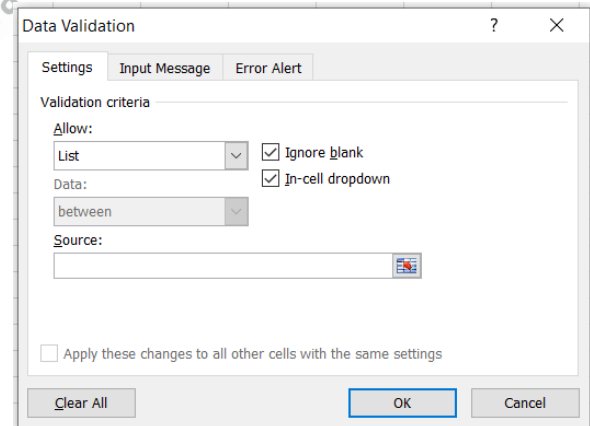
1. Find:

Item Name	Cost Price	Sale Price	Department

Use VLOOKUP when enter the Item Name, Cost price, Sale Price and Department will return to the related item name.

Steps to create a Dropdown Name List:

1. First create an Item Name List.
 - a. Click on Item Name Cell. Go to Data Validation on Data Tab.
 - b. In Allow search box Choose List.
 - c. In Source search box select Item Name from Laptop to Camera.



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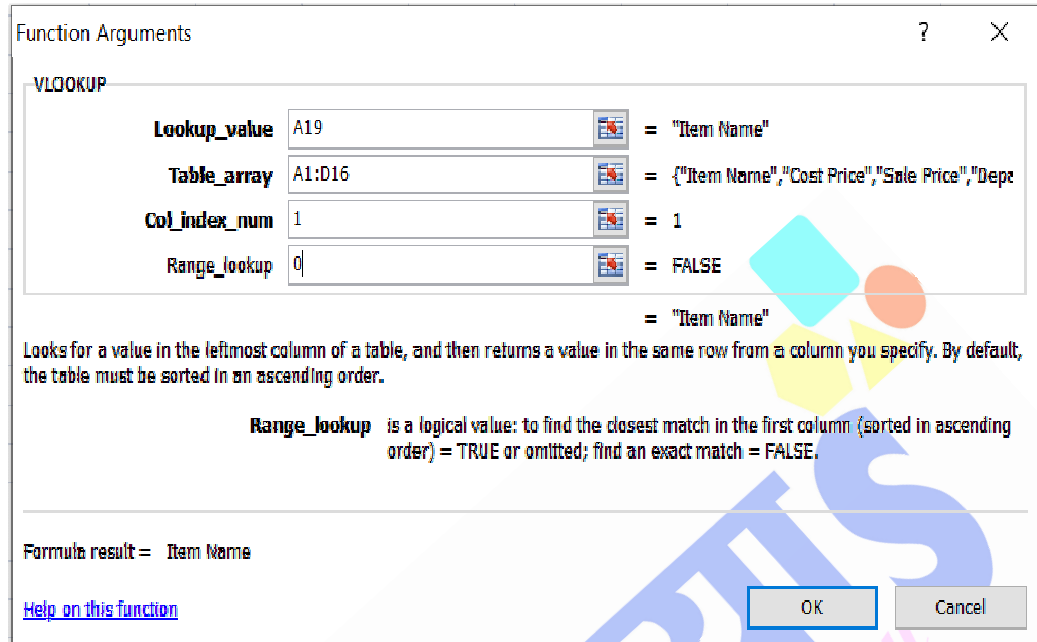
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Use of V-LOOKUP Function in MS Excel

2. Use VLOOKUP in the Item Name Cell.



Function Arguments

VLOOKUP

Lookup_value	A19	= "Item Name"
Table_array	A1:D16	= {"Item Name", "Cost Price", "Sale Price", "Depe
Col_index_num	1	= 1
Range_lookup	0	= FALSE

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = Item Name

[Help on this function](#)

OK Cancel

- In lookup Value select the Item Name Cell.
 - In Table Array select the Entire Table.
 - In Column Index Number Type 1.
 - In Range lookup Type 0.
3. Use VLOOKUP Function like shown above for "Cost Price, Sale Price and Department".

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