

**Course
&
Test Series**



...many more
abhyasonline.in

Self-Made Assignment - MS Excel

Use of H-LOOKUP Function in MS Excel



Make this Dataset.

| | | | | | | | | |
|--------------------|-------------------|--------------|------------|----------------|-----------------|--------------|-----------------|-----------------|
| Employee ID | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 |
| Name | Rajesh Kumar | Priya Sharma | Anil Verma | Neha Gupta | Suresh Reddy | Kavita Joshi | Amit Bansal | Sunita Patel |
| Department | IT | HR | Finance | Marketing | Operation | IT | IT | Sales |
| Position | Software Engineer | HR Manager | HR Manager | Marketing Head | Operations Head | Data Analyst | Project Manager | Sales Executive |
| Salary | 75000 | 65000 | 72000 | 82000 | 90000 | 70000 | 88000 | 60000 |

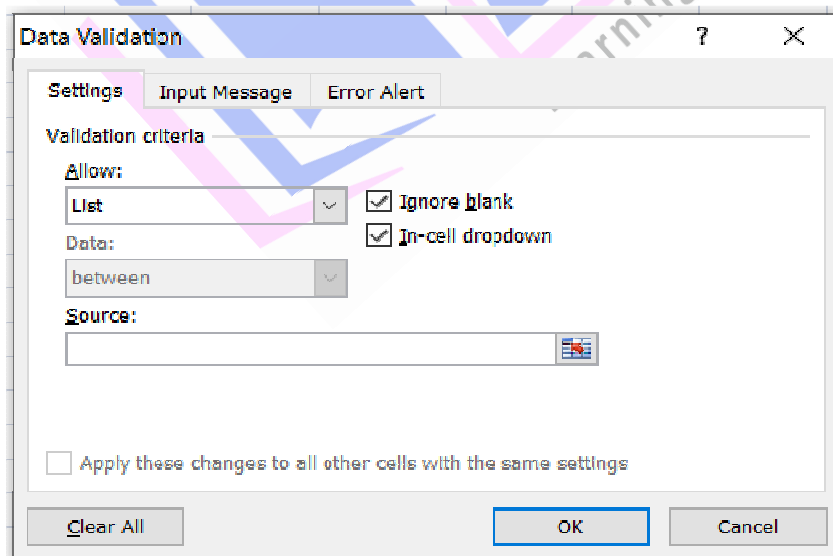
1. Find:

| | |
|--------------------|--|
| Employee ID | |
| Name | |
| Department | |
| Position | |
| Salary | |

Use HLOOKUP when enter the Employee ID Name, Department, Position and Salary will return to the related Employee ID.

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.

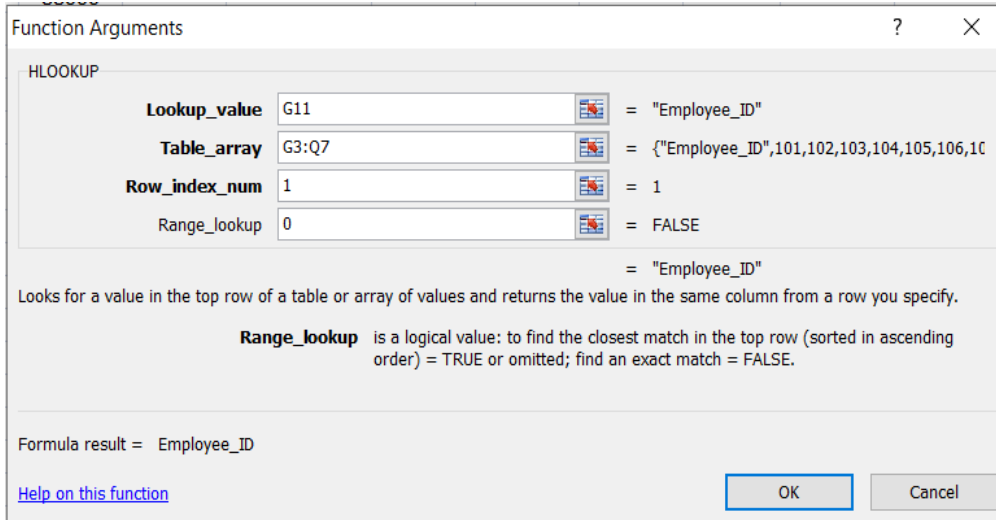


Course
&
Test Series

Self-Made Assignment - MS Excel

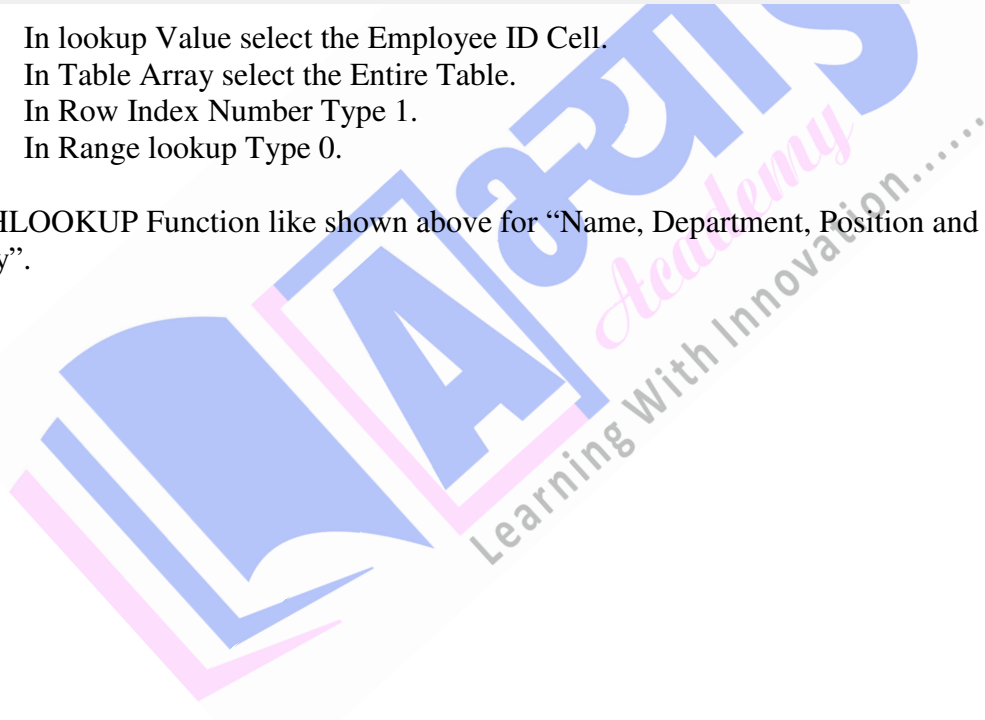
Use of H-LOOKUP Function in MS Excel

2. Use HLOOKUP in the Item Name Cell.



- In lookup Value select the Employee ID Cell.
- In Table Array select the Entire Table.
- In Row Index Number Type 1.
- In Range lookup Type 0.

3. Use HLOOKUP Function like shown above for “Name, Department, Position and Salary”.



Banking & Insurance

Central Govt. Service

State Govt. Services

LAW Entrance

MBA Entrance

Railways & Metro Services

...many more

abhyasonline.in