

# Use the **INDEX()** Function With the *fx* Wizard

The **INDEX()** function replicates the value of a cell at the intersection of a line and a column, within a data range.

In the table below, you want to replicate the value of cell E6 (row 4, column 2) from the data list (in the black box) in cell B4:

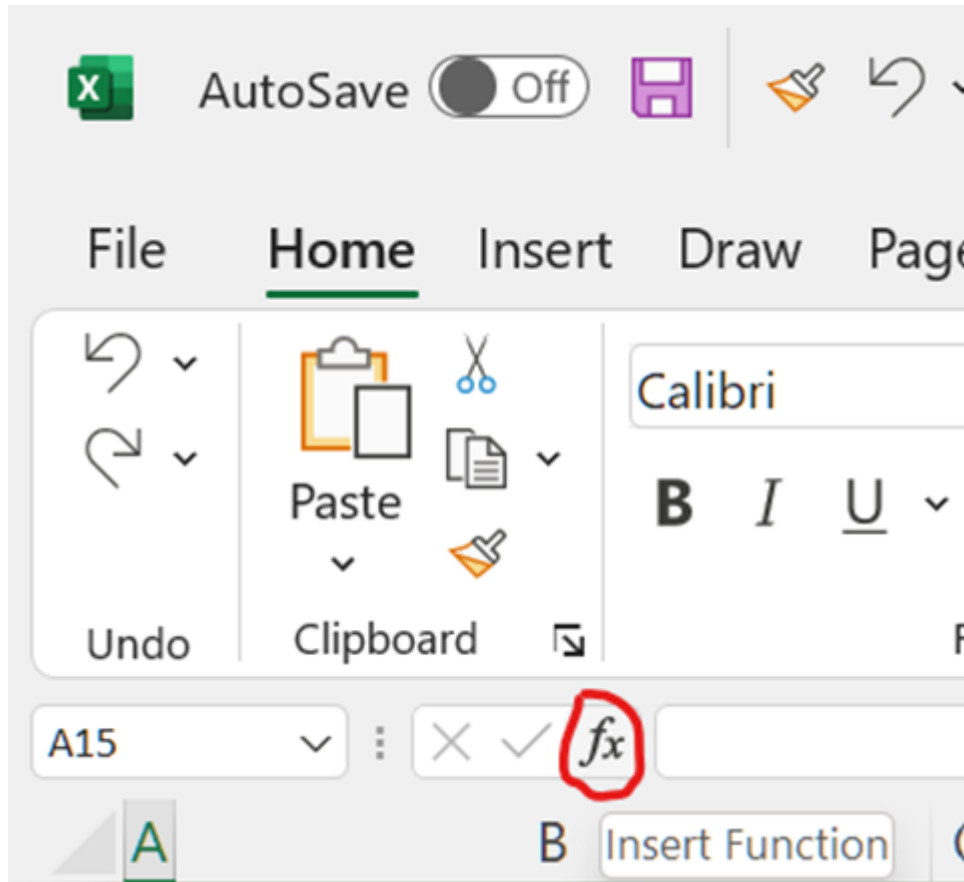
	A	B	C	D	E	F
1	<b>Function: INDEX()</b>					
2						
3		<b>Value in Line 4, Column 2</b>		<b>Item</b>	<b>Color</b>	<b>Sales</b>
4				Pants	Blue	6,210
5				Dress	Green	8,843
6				Sweater	Red	2,201
7				Dress	White	7,616
8				Skirt	Green	5,136

*In B4, look up the value of cell E6*

We can use the **INDEX()** function to complete this search.

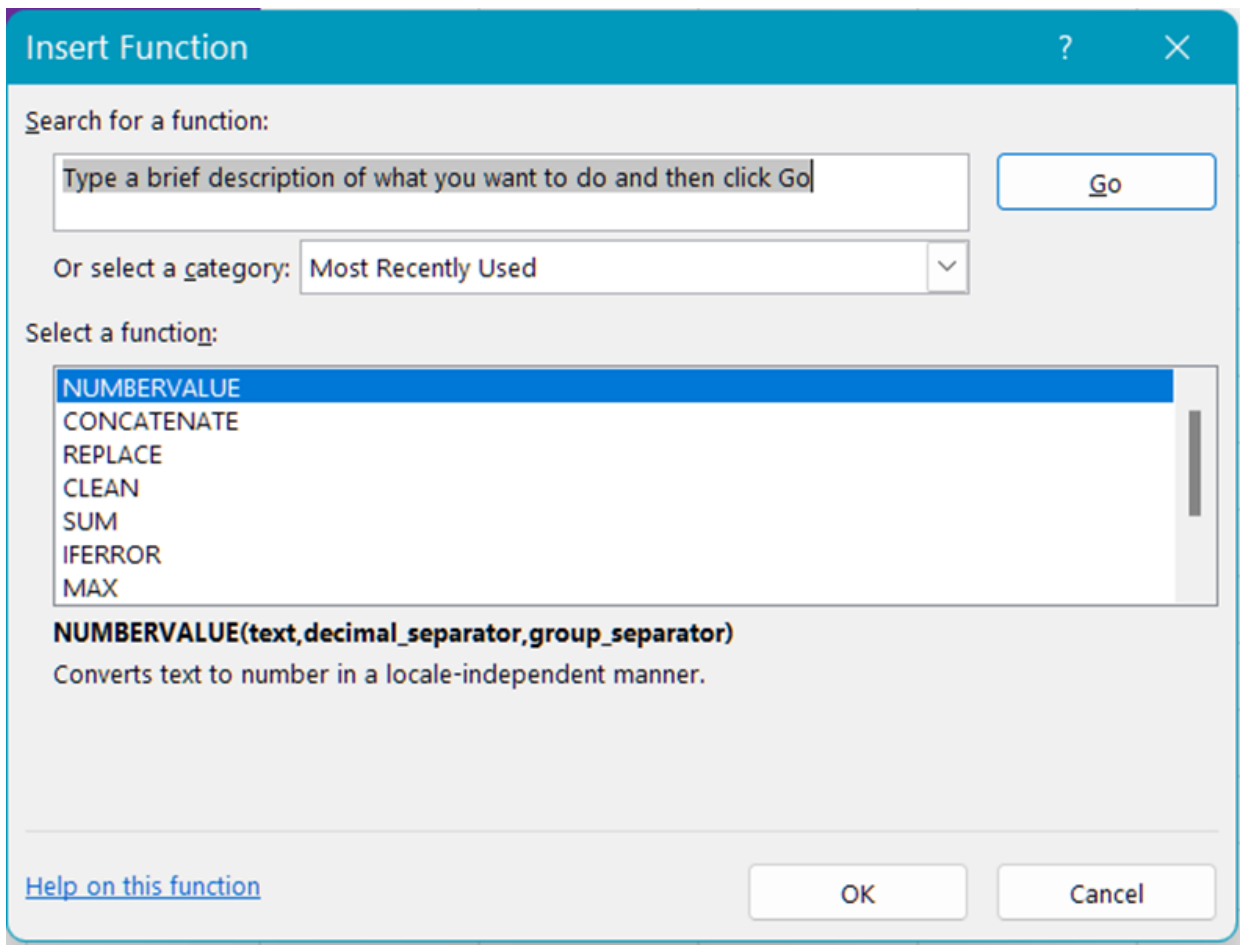
To use this function with the fx wizard:

- Click on the "fx" icon to the left of the formula bar:



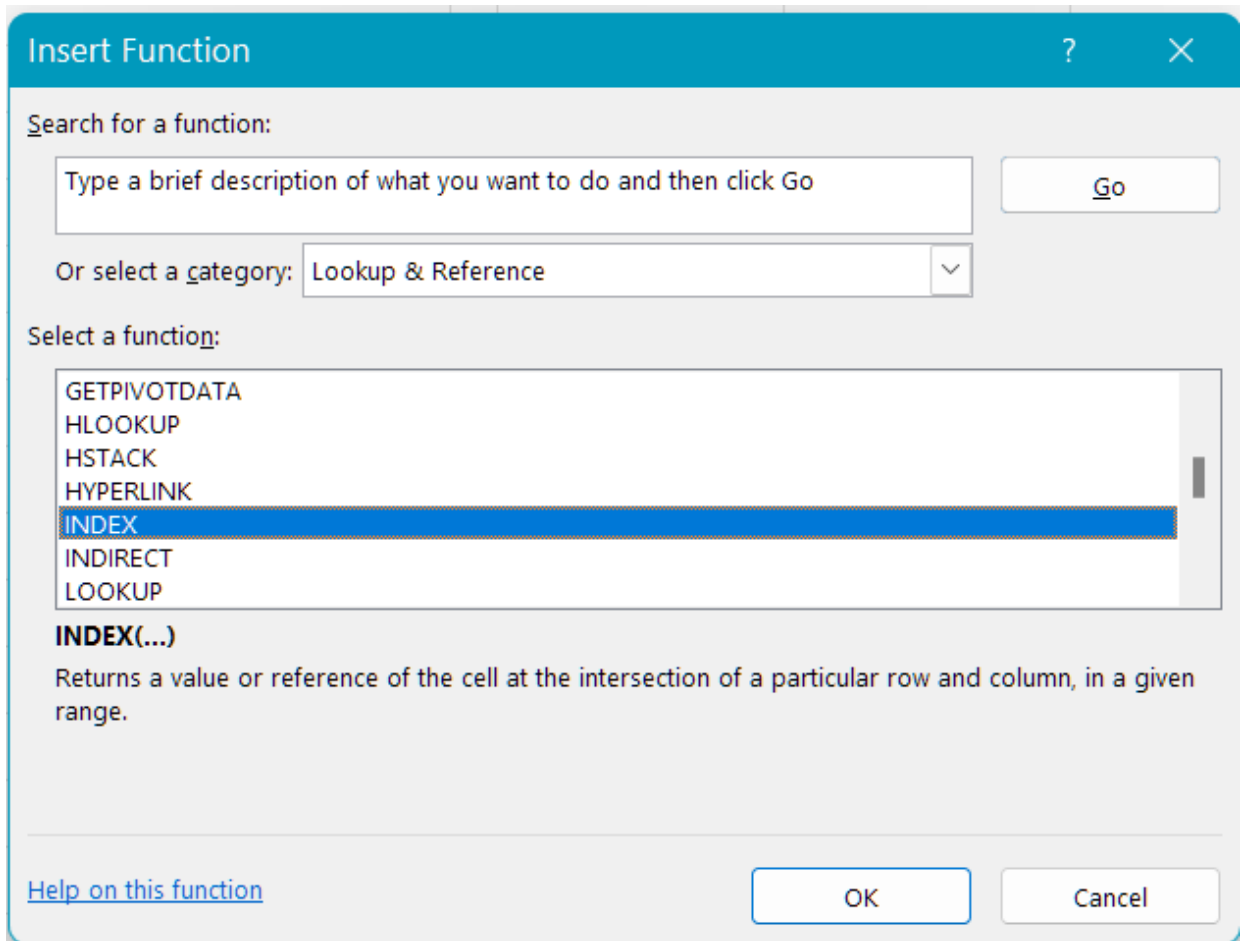
*Click on the fx icon shown here in red*

- The “Insert Function” dialog box opens up:



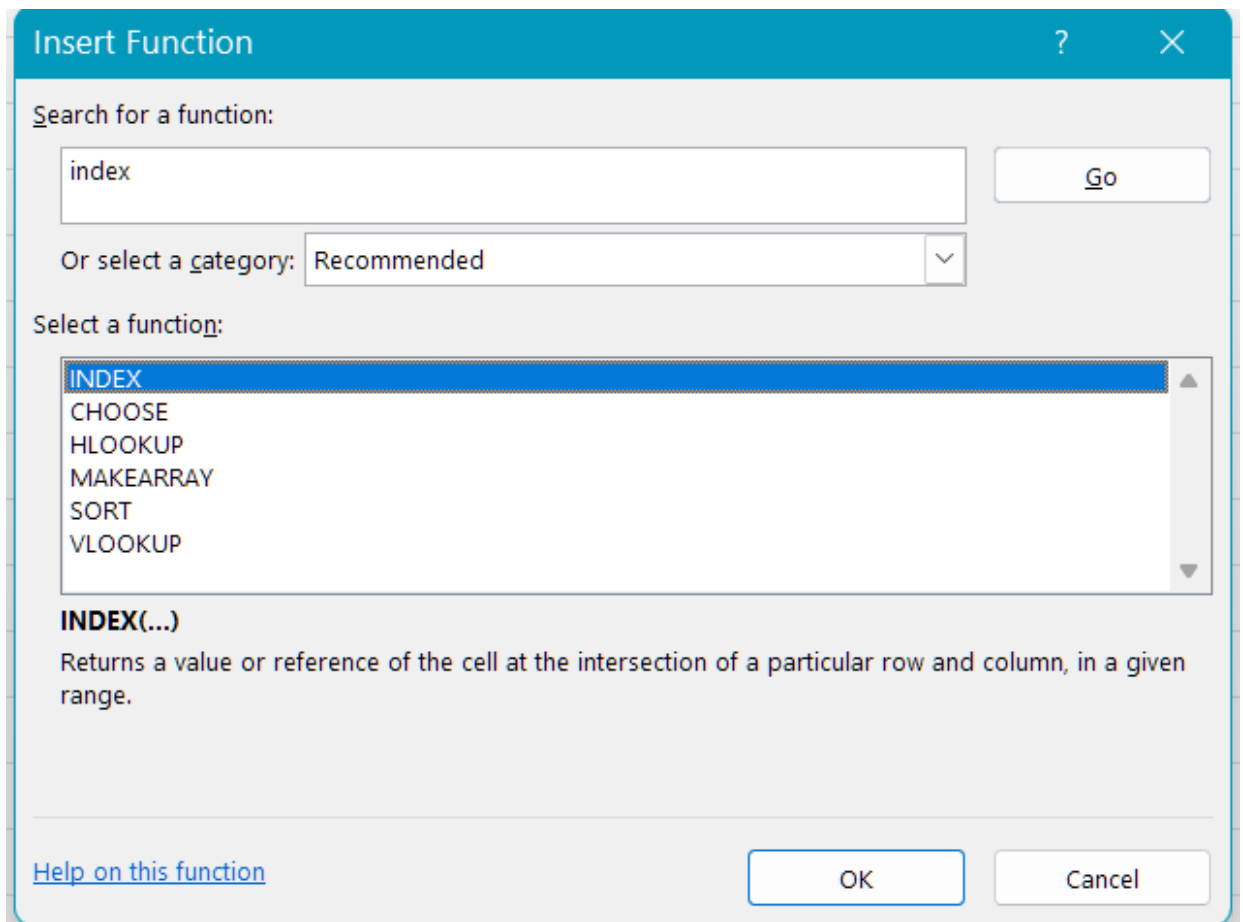
*The “fx” icon opens the “Insert Function” dialog box*

- Select the function:
  - Either by selecting "INDEX" in the "Lookup & Reference" category.



*The INDEX() function via the Lookup & Reference category*

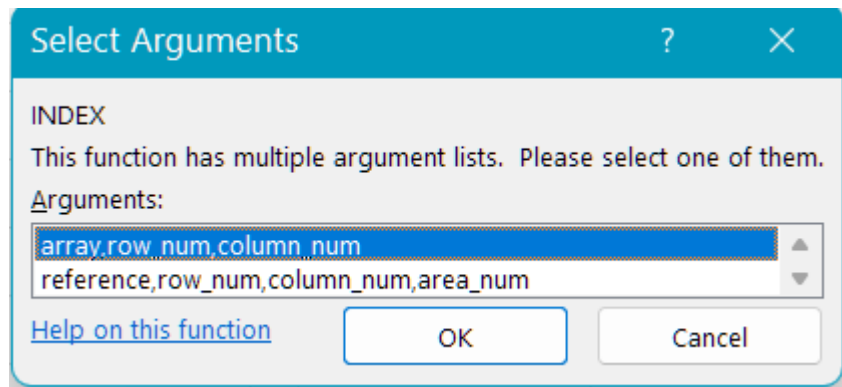
- Or by typing "index" into the search field.



*The INDEX() function via the search field*

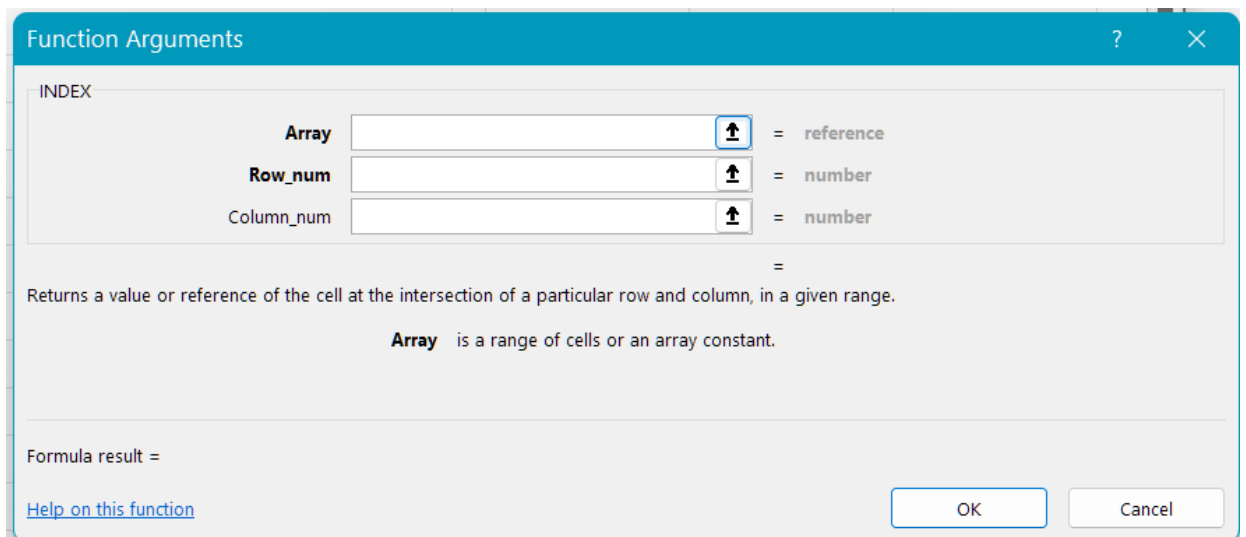
- Click OK.

- The first dialog box displays. You must choose between two operating methods for this **INDEX()** function. You choose the first method:



*Choose the first operating method*

- The "Function Arguments" dialog box opens up:



*The INDEX() "Function Arguments" dialog box opens up*

- Click on the button to the right of the first argument, and select the relevant cell range from the data list, i.e., D3:F8.



*Select the cell range which contains the data list*

## OPENCLASSROOMS

- In the second argument, enter the row number sought, in this case, "4" (i.e., row 4 in the data list).

Row\_num 4  = 4

*Enter row 4*

- In the third argument, enter the column number sought, in this case, "2" (i.e., column 2 in the data list).

Column\_num 2  = 2

*Enter column 2*

- Click OK. Excel has found the value!

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4		Red		Pants	Blue	6,210
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*Excel has found the value of E6 (intersection between row 4 and column 2)*

Ta-da! Now you know how to use the fx wizard to set up this function! 😊