

Use the **VLOOKUP()** Function With the *fx* Wizard

The **VLOOKUP()** function looks up a value from the left-hand column of a data list, line by line. If it finds the value, the function replicates the data in a column to the right of the value.

The image below shows a list of data on the right-hand side. In this case, you want to populate cell B4 with the value of sweater sales (2,201).

You notice that there are two separate rows for sweater sales—**VLOOKUP()** will locate the first entry in row 5:

| | A | B | C | D | E |
|---|----------------------------|-----------------------------------|---|-------------|--------------|
| 1 | Function: VLOOKUP() | | | | |
| 2 | | | | | |
| 3 | | Find the sales of sweaters | | Item | Sales |
| 4 | | | | Pants | 6,210 |
| 5 | | | | Sweater | 2,201 |
| 6 | | | | Dress | 8,843 |
| 7 | | | | Sweater | 3,568 |
| 8 | | | | Skirt | 5,136 |

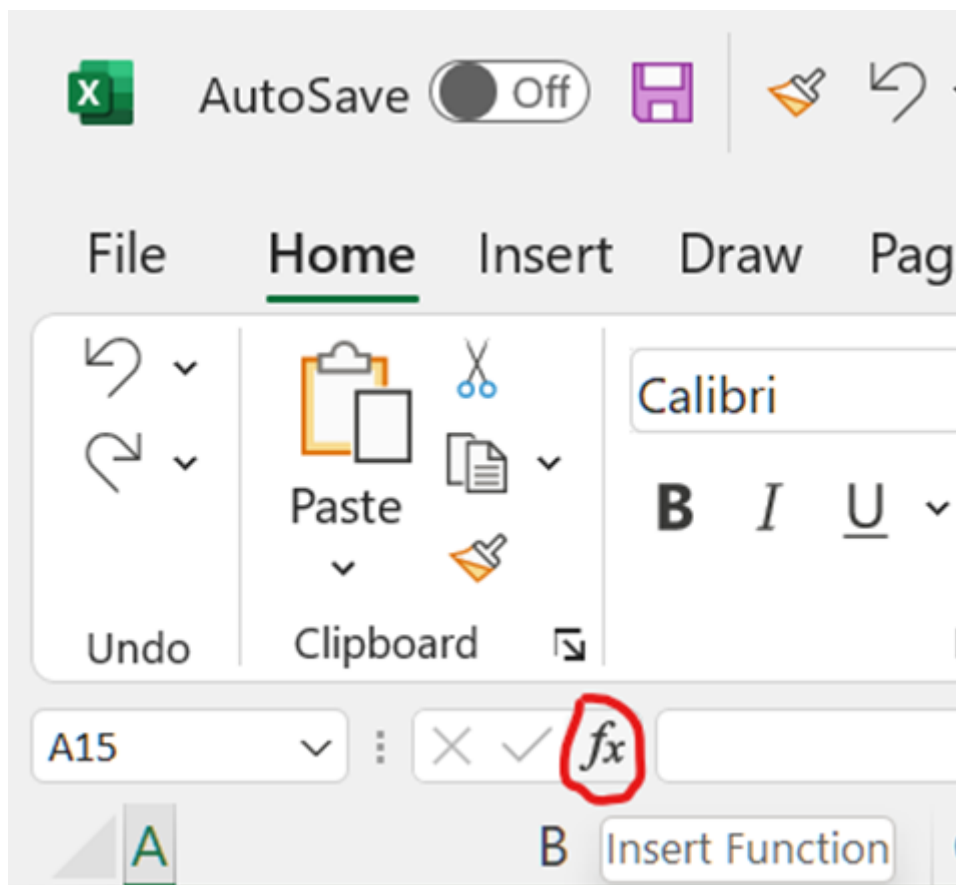
In B4, you search for the value of column two of the data list from the "Sweater" row

We can search for this using the **VLOOKUP()** function.

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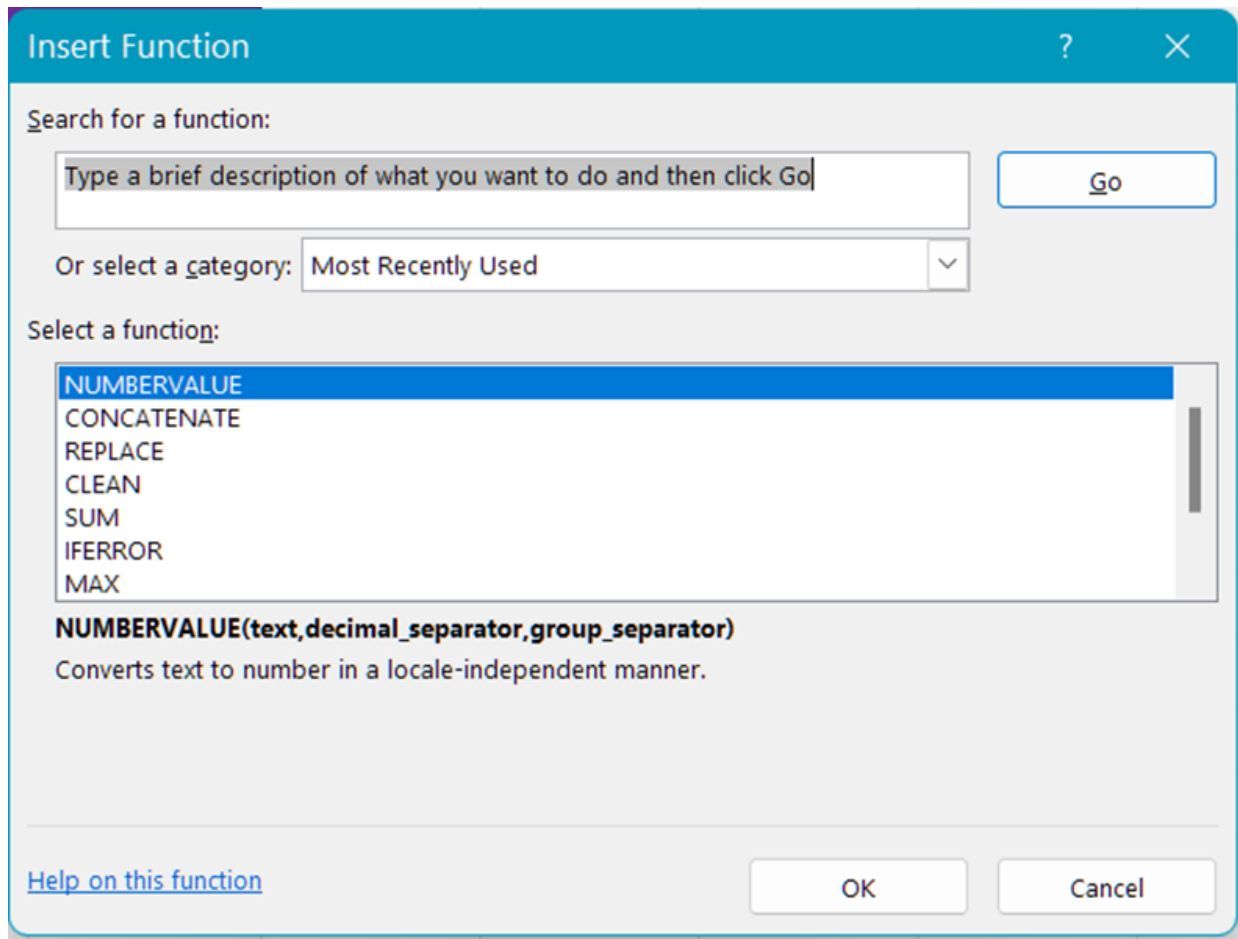
To use this function with the fx wizard:

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



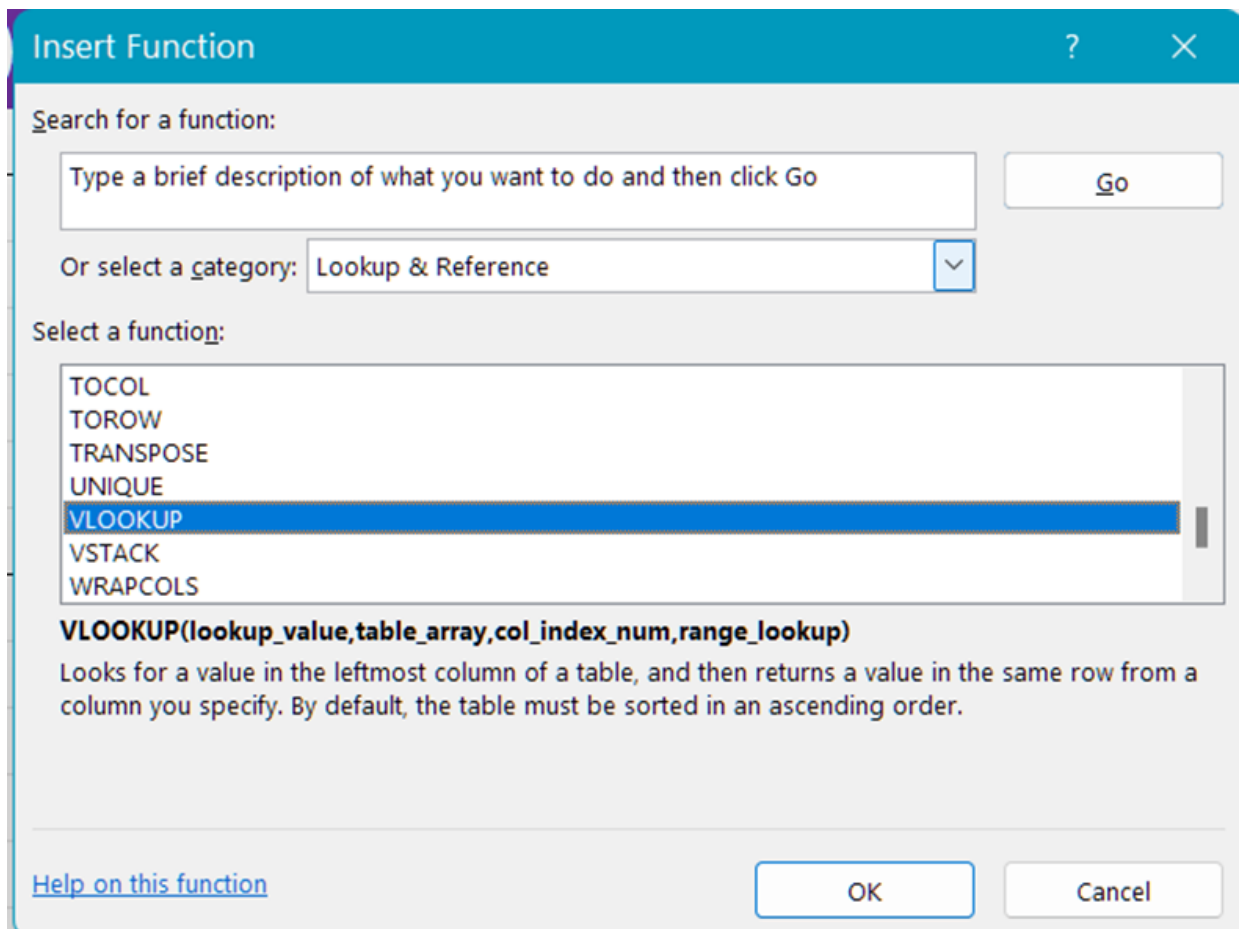
Click on the fx icon shown here in red

- The “Insert Function” dialog box opens up:



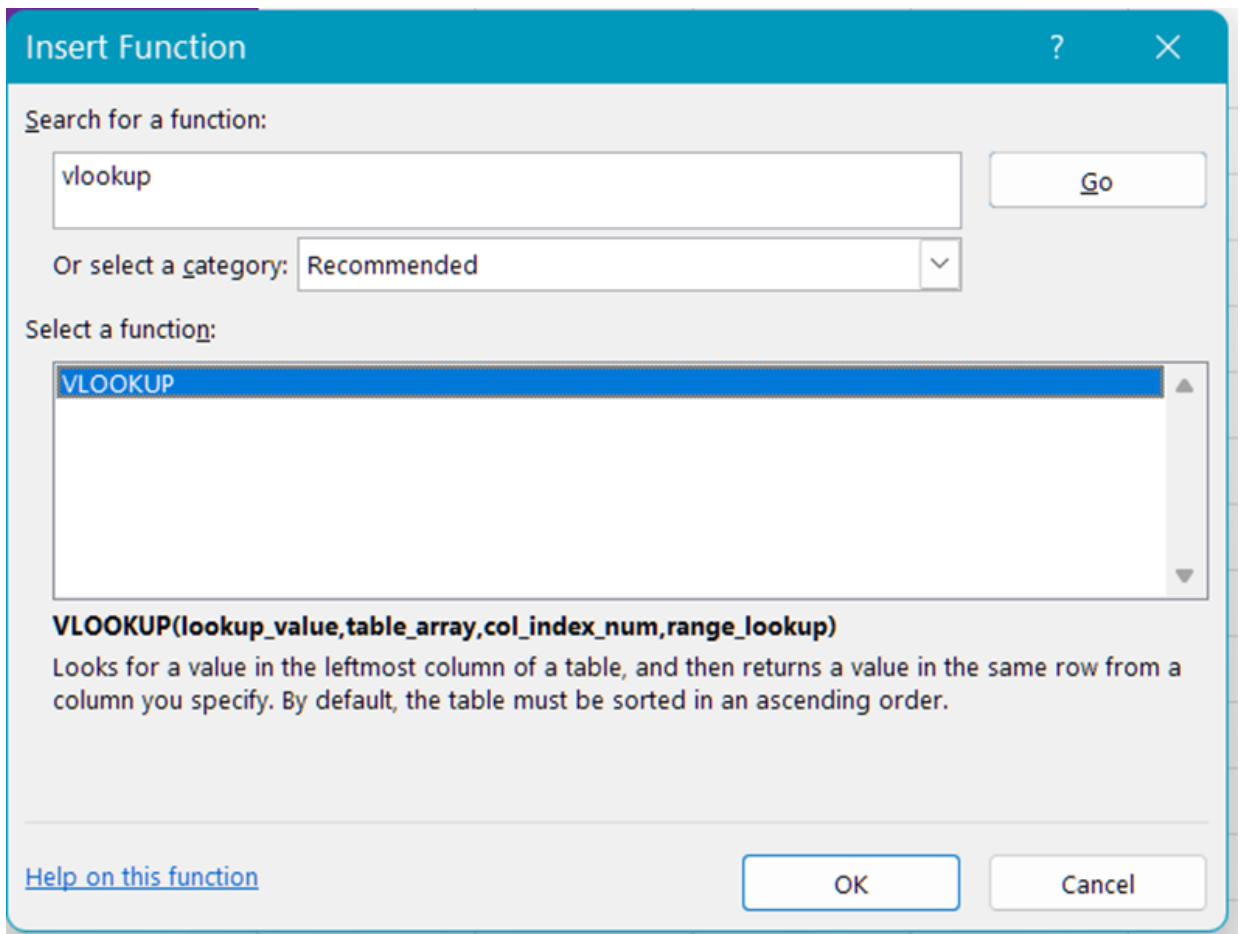
The “fx” icon opens the “Insert Function” dialog box

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



The VLOOKUP() function via the "Lookup & Reference" category

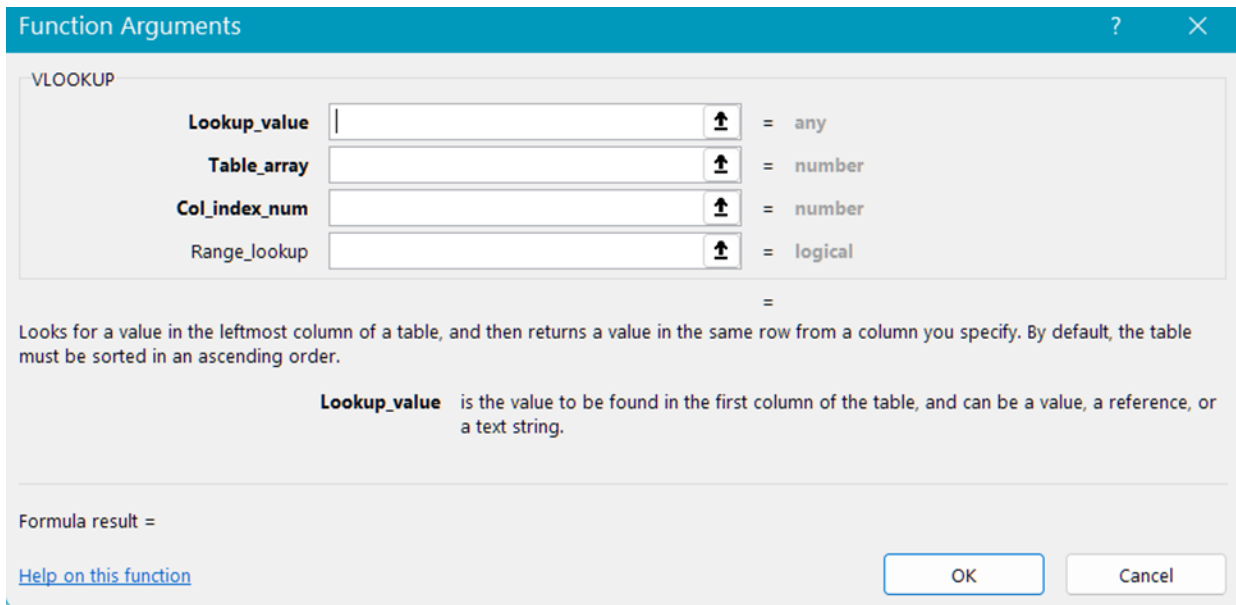
- Or by typing “vlookup” into the search field:



The VLOOKUP() function via the search field

- Click OK.

- The “Function Arguments” dialog box opens up:



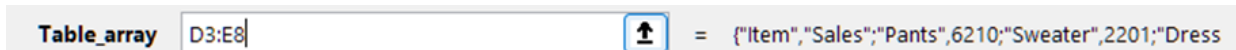
The VLOOKUP() dialog box opens up

- In the first argument, enter the value sought, i.e., “Sweater.”



Enter the value “Sweater”

- In the second argument, enter the cell range from the data list, i.e., D3:E8.



Drag the box to select the cell range

- In the third argument, enter the *number of the column that you are looking up, in this case the “Sales” column, i.e., column 2.*



Enter 2, the column number for the “Sales” column

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- In the fourth argument, enter "FALSE," to look up the exact match.

Range_lookup = FALSE

Enter FALSE to search for an exact match

- Click OK. Excel has found the value you were looking for!

| | A | B | C | D | E |
|---|----------------------------|-----------------------------------|---|-------------|--------------|
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Excel has found sales for the first "Sweater" row

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