



Excel Skill #3: How to Do a VLOOKUP (PC Version)

1. Take the pivot table you made in the last video, copy everything from “Title” down to the last row of data before “Grand Total”, and paste the values into a new sheet. (Tip: You can use the keyboard shortcut “SHIFT+PAGE DOWN” to quickly extend your selection down the page AND you can use the shortcuts “CTRL+C” and “CTRL+V” to copy and paste respectively.)
2. For this example, “Title” is our unique identifier, and our objective is to match each title to its author. To do this, start by going to the first empty cell in the first row (cell E1, in this case) and label it “Author.” Next, select the first cell in your newly created “Author” column (cell E2) and click on the formula button (**fx**) up in the top navigation.
3. Select the **VLOOKUP** function and click **OK**. (Note: You can simply type “V” in the search field and click **Go** to find VLOOKUP, or you search for it in the **Lookup & Reference** category.)
4. When you see the **lookup_value** field appear, click on cell A2. Alternatively, you can type “A2” into the empty **lookup_value** field. This is the value that you’re trying to find a match for.
5. Next, Excel will ask you for the **table_array**, which is the place where Excel can find your data. For this example, your data is in the “Pages” tab of your workbook. So, head to the “Pages” tab and select the columns you want Excel to sort through. For this example, you can select columns B through K. An easy way to select these columns is by clicking on the “B” above the first row (which selects the entire B column), holding shift, and using your arrow keys to select all of the other columns, including K. Alternatively, you can type “Pages!B:K” into the empty **table_array** field.
6. Next, Excel will ask for a **col_index_number**, which is the number of the column in your table array where a matching value can be returned. Since “Author” – the value we’re searching for -- is the 10th column from the left in our table array, type “10” into the empty **col_index_number** field. (Note: This might seem counterintuitive, since Excel labels columns using letters, not numbers. But trust us: for **col_index_number**, you want to use the number of the column.)
7. Finally, when **range_lookup** appears, type “FALSE.” “FALSE” indicates that you want an exact match, as opposed to an approximate match. (Note: The finished formula will read **=VLOOKUP(A2,Pages!B:K,10,FALSE)** in the formula bar.)
8. Click **OK**, and your first author will appear. To carry the function down the entire column, select the cell that has your first author in it (E2) and double-click on the little box in the bottom corner.