

# How to use Lookup function in Excel

Lookup in Excel is a reference function, the most commonly used search function in Excel.

In Excel basic functions, Lookup function is often used by many people. Lookup is a reference function, a search function in Excel. This function will be used when you need to see a row or a column, looking for a value in the same position or column.

Lookup function will be used in two forms, vector and array. Each form will have a formula as well as a different application case. The following article will guide you how to use the Lookup function in Excel.

1. How to use Vlookup function in Excel
2. How to use Hlookup function on Excel
3. How to combine Sumif and Vlookup functions in Excel

## Instructions for using Lookup function on Excel

**The Vector form Lookup function** is used to find a value in a range of 1 row or 1 column, and returns the value from the same position in the second range of 1 row or 1 column. This vector form will be used when you want to determine the range that contains the values ??you want to compare, or when the range to be searched for is a range of values ??or values ??can be changed.

**Array form** to look up the value specified in the first column or row of the array, then return the value from the same position in the last column or row of the array. Array form used when the search range is low, the value remains the same and must be sorted.

### 1. Use the Lookup function in the Vector format

The formula is = **Lookup (The value to look for, The area to find the value to look for, The container of the result value)** .

The value to look for can be a number, a text, a logical value, a name, or a reference to a value.

The area to be searched for is text, number or logic value. The values ??in this area must be sorted in ascending order so that no errors will occur.

The area containing the result value can be 1 row or 1 column.

#### Note:

1. If the value to be searched for is not available, the smallest value in the Value range will be used.

2. If the value to be searched for is smaller than the minimum value in the Area to be searched, the error will be reported # N / A.

We will apply to the statistics table below. For example, if you want to buy a phone for about 7,500,000, what kind of phone will you find? And if you want to find a phone in about 13 million, look for one.

	A	B	C	D	E
1	STT	Sản phẩm	Giá		
2	1	Samsung	6,000,000		
3	2	Lenovo	7,500,000		
4	3	Oppo	8,000,000		
5	4	HTC	8,300,000		
6	5	iPhone	12,000,000		
7					
8					
9					

**Step 1:**

In the result input box for the phone in about 7,500,000 users enter the formula as = **LOOKUP (7500000, C2: C6, B2: B6)** and press Enter. If using numbers, do not use unit separators.

	A	B	C	D	E
1	STT	Sản phẩm	Giá		
2	1	Samsung	6,000,000		
3	2	Lenovo	7,500,000		
4	3	Oppo	8,000,000		
5	4	HTC	8,300,000		
6	5	iPhone	12,000,000		
7					
8	Điện thoại				
9	7,50	=LOOKUP(7500000,C2:C6,B2:B6)			
10					
11					
12					

The result will be the Lenovo phone.

	A	B	C	D	E
1	STT	Sản phẩm	Giá		
2	1	Samsung	6,000,000		
3	2	Lenovo	7,500,000		
4	3	Oppo	8,000,000		
5	4	HTC	8,300,000		
6	5	iPhone	12,000,000		
7					
8	Điện thoại giá khoảng		Lenovo		
9	7,500,000				
10					
11					
12					

## Step 2:

To find the phone line in about 13 million, enter the formula in the result box = **LOOKUP** (13000000, C2: C6, B2: B6) and press Enter.

The value of 13000000 is not in the data area, so Lookup will look for a value less than 13000000.

	A	B	C	D	E	F
1	STT	Sản phẩm	Giá			
2	1	Samsung	6,000,000			
3	2	Lenovo	7,500,000			
4	3	Oppo	8,000,000			
5	4	HTC	8,300,000			
6	5	iPhone	12,000,000			
7						
8	Điện thoại giá khoảng		Lenovo			
9	7,500,000					
10	Điện thoại					
11	13,00		=LOOKUP(13000000,C2:C6,B2:B6)			
12						
13						
14						

As a result we will have an iPhone phone company that should buy it for about 13 million.

	A	B	C	D	E
1	STT	Sản phẩm	Giá		
2	1	Samsung	6,000,000		
3	2	Lenovo	7,500,000		
4	3	Oppo	8,000,000		
5	4	HTC	8,300,000		
6	5	iPhone	12,000,000		
7					
8	Điện thoại giá khoảng		Lenovo		
9	7,500,000				
10	Điện thoại giá khoảng		iPhone		
11	13,000,000				
12					
13					

If you need to find a phone within 5 million VND, you will **report # N / A error** as shown below. So worth 5,000,000 less than the smallest value in the table is 6,000,000 and report an error. The result of the value you need to find will be in the range of 6,000,000 to 12,000,000 only.

	A	B	C	D	E
1	STT	Sản phẩm	Giá		
2	1	Samsung	6,000,000		
3	2	Lenovo	7,500,000		
4	3	Oppo	8,000,000		
5	4	HTC	8,300,000		
6	5	iPhone	12,000,000		
7					
8	Điện thoại giá khoảng		#N/A		
9	5,000,000				
10	Điện thoại giá khoảng		iPhone		
11	13,000,000				
12					
13					

## 2. Use the array Lookup function

The syntax is = **LOOKUP (Search value, Search area)** .

The value to look for is the Lookup function value to look for in an array.

The search area is the range of cells that contain text, numbers, and logical values ??to look for.

### Note:

1. If the value to be searched for is not found, the closest value in the Search Area will be taken.

2. If the value to be searched for is smaller than the smallest value in the first row or column, Lookup will return the # N / A error.
3. If the array has more columns than rows, Lookup will search for the value to look for in the first column,
4. The values ??in the Search Area must be sorted in ascending order.

We will process the data table below with the sales achieved and reward the sales mark. Calculating bonus for employees selling 15 products and sales for employees is 59 products, 65 products.

### Step 1:

In the results box for the 15 product sales staff, enter the formula = **LOOKUP** (15, B2: C6) .

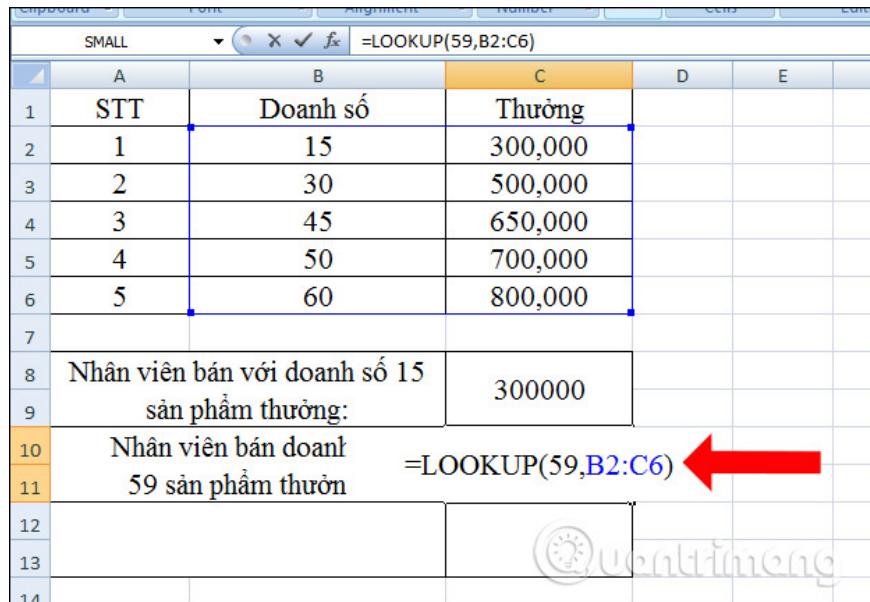
	A	B	C	D	E	F
1	STT	Doanh số	Thưởng			
2	1	15	300,000			
3	2	30	500,000			
4	3	45	650,000			
5	4	50	700,000			
6	5	60	800,000			
7						
8	Nhân viên bán với doanh		=LOOKUP(15,B2:C6)			
9	sản phẩm thưởng:					
10						
11						
12						
13						

The reward results will look like the picture below.

	A	B	C	D	E	F
1	STT	Doanh số	Thưởng			
2	1	15	300,000			
3	2	30	500,000			
4	3	45	650,000			
5	4	50	700,000			
6	5	60	800,000			
7						
8	Nhân viên bán với doanh số 15		300000			
9	sản phẩm thưởng:					
10						
11						
12						

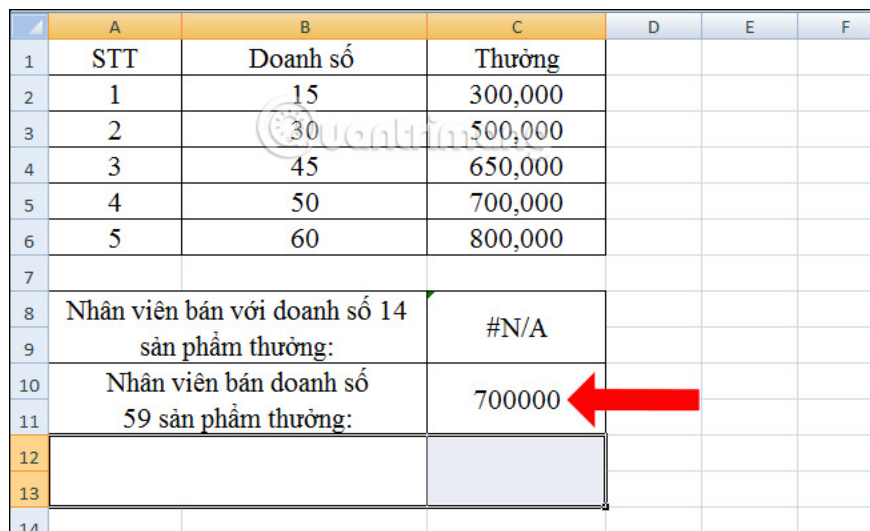
## Step 2:

Continue in the results box for employees to sell 59 products, enter the formula = **LOOKUP** (59, B2: C6) .



	A	B	C	D	E
1	STT	Doanh số	Thưởng		
2	1	15	300,000		
3	2	30	500,000		
4	3	45	650,000		
5	4	50	700,000		
6	5	60	800,000		
7					
8	Nhân viên bán với doanh số 15				
9	sản phẩm thưởng:		300000		
10	Nhân viên bán doanh số		=LOOKUP(59,B2:C6)		
11	59 sản phẩm thưởng				
12					
13					
14					

The reward results for employees reaching 59 products will still be 600,000. Although number 59 is not in the table, it will still have a return value.



	A	B	C	D	E	F
1	STT	Doanh số	Thưởng			
2	1	15	300,000			
3	2	30	500,000			
4	3	45	650,000			
5	4	50	700,000			
6	5	60	800,000			
7						
8	Nhân viên bán với doanh số 14					
9	sản phẩm thưởng:		#N/A			
10	Nhân viên bán doanh số					
11	59 sản phẩm thưởng:		700000			
12						
13						
14						

## Step 3:

In the reward box for the product is 65, we enter the formula = **LOOKUP** (65, B2: C6) and press Enter and the result will give 800,000 as shown.

	A	B	C	D	E
1	STT	Doanh số	Thưởng		
2	1	15	300,000		
3	2	30	500,000		
4	3	45	650,000		
5	4	50	700,000		
6	5	60	800,000		
8	Nhân viên bán với doanh số 15 sản phẩm thưởng:		300000		
10	Nhân viên bán doanh số 59 sản phẩm thưởng:		700000		
12	Nhân viên bán doanh số 65 sản phẩm thưởng:		800000		

If a user finds a reward for a 14-person product, an error is reported, because the value to be searched is less than the smallest value in the table.

	A	B	C	D	E	F
1	STT	Doanh số	Thưởng			
2	1	15	300,000			
3	2	30	500,000			
4	3	45	650,000			
5	4	50	700,000			
6	5	60	800,000			
8	Nhân viên bán với doanh số 14 sản phẩm thưởng:		#N/A			

Here's how to use the detailed Lookup function in Excel. Lookup will be divided into two types, vector and array. The formula and usage of these two forms are not the same.

See more:

1. How to use Concatenate function on Excel
2. How to use SUMPRODUCT function in Excel
3. How to use AVERAGEIF function in Excel

I wish you all success!

You finished reading the article "**How to use Lookup function in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

