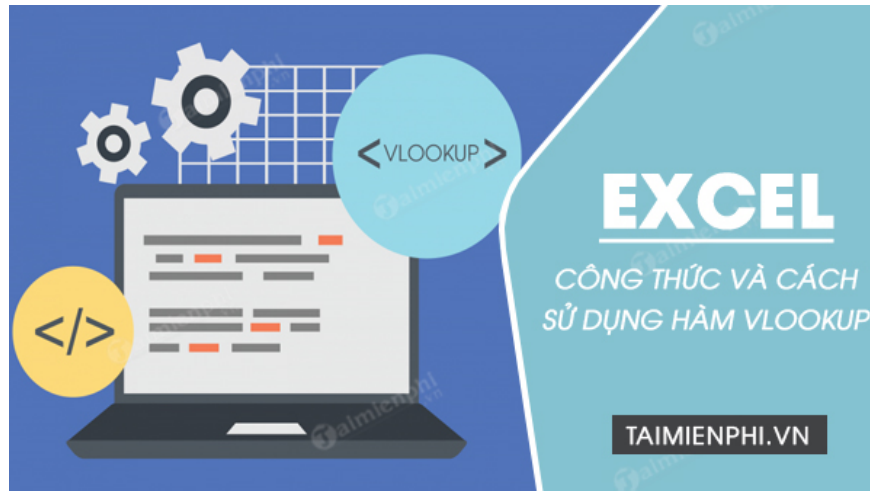


The VLOOKUP function in Excel: formulas and usage.

Mastering the use of functions will save us a lot of time compared to manual calculations without using functions. These functions are very diverse and cover many fields, most notably the Vlookup function in Excel, which allows users to search and return corresponding data by column.

The VLOOKUP function in Excel can be used in almost all versions, from old to new, as it is one of the basic formulas in Excel. However, not everyone knows how to use the VLOOKUP function to look up data in a problem.



Formulas and usage of the Vlookup function in Excel

I. What is the Vlookup function in Excel?

VLOOKUP is a function in Excel that searches for values by column and returns a value vertically. It's a fairly basic and common Excel function for users who perform statistics and search for data precisely by column.

II. Vlookup function formula in Excel

- **Lookup_value:** The value to search for.
- **Table_array:** The table range to search within.
- **Col_index_num:** The column number from the table to retrieve data, counting from right to left.
- **Range_lookup:** The search range (TRUE or FALSE).
- + If **Range_lookup = 1 (TRUE)** : Approximate search.
- + If **Range_lookup = 0 (FALSE)** : Exact search.
- + If the above two cases are omitted, Excel will automatically assume **Range_lookup = 1** by default.

III. Instructions on using the Vlookup function in Excel

To understand how to use the VLOOKUP function in Excel in a simple way, let's look at a few specific examples of relative and exact lookups.

1. How to use the Vlookup function in Excel for relative lookup

- Example: Taimienphi has a **score table** as shown below. You need to classify the scores based on the requirements of **table 2** .

Bảng điểm Taimienphi					
Bảng 1					
STT	Họ và tên	Điểm trung bình	Xếp loại		
1	Nguyễn Văn A	10			
2	Nguyễn Văn B	6.5			
3	Nguyễn Văn C	8.7			
4	Phạm Thị D	5			
5	Phạm Thị E	5.8			
Bảng 2					
Điểm	Xếp loại				
0	Yếu				
5.5	Trung bình				
7	Khá				
8	Giỏi				

- Enter the formula **=VLOOKUP(D4,\$B\$11:\$C\$15,2,1)** into cell **E4** in the **"Rating"** column . Excel will then retrieve the score **from column D4** and search within **Table 2**. The result returned is **"Excellent"** in **E4** . + **The \$ symbol:** Used to fix the rows and columns of Table 2 when the user copies the formula to another cell. + **2:** The column number. + **Range_lookup = 1 (TRUE):** Relatively searches for the closest result.

- First, enter the formula **=VLOOKUP(D4,\$B\$11:\$C\$15,2,0)** , with **Range_lookup = 0 (FALSE)** for an exact match. The first allowance result will be displayed as shown below.

Mã nhân viên	Họ và tên	Chức vụ	Phụ cấp
A01	Nguyễn Văn A	GD	5.000.000
A02	Nguyễn Văn A	TP	
A03	Nguyễn Văn A	NV	
A04	Phạm Thị D	PGD	
A05	Phạm Thị E	NV	

Bảng tra cứu phụ cấp	Phụ cấp
GD	5.000.000
PGD	2.500.000
TP	2.000.000
NV	1.000.000

- As above, you just need to **copy the formula** to each **Allowance** cell or use **Flash Fill** to complete the calculation of employee allowances.

Mã nhân viên	Họ và tên	Chức vụ	Phụ cấp
A01	Nguyễn Văn A	GD	5.000.000
A02	Nguyễn Văn A	TP	2.000.000
A03	Nguyễn Văn A	NV	1.000.000
A04	Phạm Thị D	PGD	2.500.000
A05	Phạm Thị E	NV	1.000.000

Bảng tra cứu phụ cấp	Phụ cấp
GD	5.000.000
PGD	2.500.000
TP	2.000.000
NV	1.000.000

IV. Limitations of the Vlookup function

- Only supports left-to-right references.
- Only works effectively with unique values.
- Slows down spreadsheet responsiveness.
- The column numbering for references is fixed, making copying to other cells difficult.
- When no content is entered into a formula, Excel defaults to an approximate match.

In addition to using the VLOOKUP function in Excel, you can also **combine HLOOKUP and VLOOKUP** to search and calculate data, saving you even more calculation time and making your work more concise and simpler.

You finished reading the article "**The VLOOKUP function in Excel: formulas and usage.**" 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.
