

Vlookup function in Excel

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Vlookup is a column value search function that is one of the most used search functions. You've probably heard of the Vlookup function but don't know how to use the Vlookup function yet. The following article shows you how to use Vlookup function in Excel.



Description

The Vlookup function is a column lookup function, which searches for a value in the first column from the left of the data table. If the function is found, it will return one of the next columns in the same row as the value in the first column you specify.

The function is usually used to fill information into the main table with data taken from the secondary table.

The syntax of the Vlookup function

= VLOOKUP (lookup_value, table_array, col_index_num, range_lookup)

Inside:

- **lookup_value:** value to search, this value can be a string, a reference or some value of the main table. If the lookup_value value is smaller than the smallest value in the first column of the table_array sub-table, the Vlookup function returns the error value.

- **table_array**: reference table or table containing the values to search, the values in the first column of table_array are the values searched by lookup_value. This value can be text, number or logical value.

- **col_index_num**: index column in table_array will get the value returned to the main table. If col_index_num value is less than 1 or greater than the number of columns in table_array, the function will return an error value.

- **range_lookup**: is a logical value that helps you specify the Vlookup function to find exact or relative searches.

+ If range_lookup is **TRUE** or omitted, the function will relatively detect the values in the first column in table_array must be arranged in order to avoid Vlookup function returning incorrect values.

+ If range_lookup is **FALSE** value, the function searches exactly the values in the first column in table_array without any sort order.

For example:

- Detect relative.

The following data sheet is available, please fill in the **HK Class** and **Symbol** information based on the **Class** table information.

	A	B	C	D	E	F	G
2	Hàm Vlookup trong Excel						
3	thuthuatphanmem.vn						
4							
5	Mã Sinh Viên	Họ và tên	Giới tính	Điểm HK	Xếp loại HK	Ký Hiệu	
6	SV01	Đỗ Thị An	Nữ	80			
7	SV02	Hoàng Văn Bình	Nam	83			
8	SV03	Vũ Minh Chiến	Nam	75			
9	SV04	Nguyễn Thị Ngọc	Nữ	60			
10	SV05	Phạm Thu Hằng	Nữ	55			
11							
12			Xếp loại	Điểm	Xếp loại	Ký Hiệu	
13				0	Yếu	Y	
14				50	Trung Bình	TB	
15				70	Khá	K	
16				80	Tốt	T	
17							

- Fill information for the **HKType** column, how to enter the formula as follows:

First, select the mouse in the **SV Ranking** box of SV01, enter the formula as follows: you enter = VLOOKUP (E6, then you use the mouse to select (black out) the **Sort** sub-table, then release the mouse button and press the next F4 key you enter, 2,1).

The formula you get is as follows: = VLOOKUP (E6, \$ E \$ 12: \$ G \$ 16,2,1).

Inside:

E6 is the value to be searched (above example is 80).

\$ E \$ 12: \$ G \$ 16 is the table of values ??to be searched (the above example is the Ranking table).

2 is column 2 in the table of information values ??to be searched, the data of column 2 will be filled in the main table (the above example is the HK Rank column in the Ranking table).

1 is relative detection.

F6		fx =VLOOKUP(E6,\$E\$12:\$G\$16,2,1)					
	A	B	C	D	E	F	G
2	Hàm Vlookup trong Excel						
3	thuthuatphanmem.vn						
4							
5	Mã Sinh Viên	Họ và tên	Giới tính	Điểm HK	Xếp loại HK	Ký Hiệu	
6	SV01	Đỗ Thị An	Nữ	80	Tốt		
7	SV02	Hoàng Văn Bình	Nam	83			
8	SV03	Vũ Minh Chiến	Nam	75			
9	SV04	Nguyễn Thị Hà	Nữ	60			
10	SV05	Phạm Thu Hằng	Nữ	55			
11							
12			Xếp loại	Điểm	Xếp loại	Ký Hiệu	
13				0	Yếu	Y	
14				50	Trung Bình	TB	
15				70	Khá	K	
16				80	Tốt	T	
17							

- Enter the information for the **Symbol** column , you enter the same formula as the **HK Rank** column but the col_index_num value in VLookup you choose is 3, corresponding to the column will be taken the value in the **Sort** column as **Symbol** column .

= VLOOKUP (E6, \$ E \$ 12: \$ G \$ 16,3,1)

G6		fx =VLOOKUP(E6,\$E\$12:\$G\$16,3,1)					
	A	B	C	D	E	F	G
2	Hàm Vlookup trong Excel						
3	thuthuatphanmem.vn						
4							
5	Mã Sinh Viên	Họ và tên	Giới tính	Điểm HK	Xếp loại HK	Ký Hiệu	
6	SV01	Đỗ Thị An	Nữ	80	Tốt	T	
7	SV02	Hoàng Văn Bình	Nam	83	Tốt		
8	SV03	Vũ Minh Chiến	Nam	75	Khá		
9	SV04	Nguyễn Thị Hà	Nữ	60	Trung Bình		
10	SV05	Phạm Thu Hằng	Nữ	55	Trung Bình		
11							
12			Xếp loại	Điểm	Xếp loại	Ký Hiệu	
13				0	Yếu	Y	
14				50	Trung Bình	TB	
15				70	Khá	K	
16				80	Tốt	T	
17							

- Absolute detection (correct) you only need to change the range_lookup value to 0 or **FALSE** , but if the lookup_value value is not found in the first column of the secondary reference table, the function will report an

error.

With this simple example, I hope you will understand how to use Vlookup function in Excel. Depending on the actual requirements, you can use the Vlookup function to process data on Excel spreadsheets. Good luck!

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