When, why, and how to use the VLOOKUP function in MS Excel 2013.

1. When you want to locate data you DON’T know that is in line with data you DO know. (Think of a phone book for an example, you need to know a person’s name in order to look on the same line as the name to see the phone number.) Also, if you want to look from left to right for something, looking VERTICALLY in columns going to the right from your starting point.
2. Watch the MS Excel 2013 Video “VLOOKUP: When and How to Use it” by clicking the ? button at the top of your Excel screen, and typing the video title in the search box. Or click this link: https://support.office.microsoft.com/client/Video-VLOOKUP-When-and-how-to-use-it-7DBD0DD6-0981-43C5-9B2F-706854C8A4AB?ns=EXCEL&version=15&videoid=fb74bced-383c-4a4a-b5e3-6b704f3cdeca&from=sharepermalink-link
3. Next, open the file called, “Lesson_23_Practice_Workbook.xlsx” in the folder called, MS Excel 2013 Part II on your flash drive.
4. Click your cursor in cell I3.
5. Type the following formula in cell I3 using the VLOOKUP function.
   a. =VLOOKUP(I2,A3:G32,3,false)
   b. What we are trying to find by putting the formula into the spreadsheet is how much money a particular salesperson brought in to the company during the month of June, which is the third column to the right of what we know, the person’s name.
   c. Type the name, exactly as you see it here, in cell I2
      i. Flores, Tia
         1. When you hit ENTER, do you see the value, $2883.00 appear? If so, GOOD!
      ii. Altman, Zoey
         1. When you hit ENTER, do you see the figure, $3072.00 appear? If so, GOOD!