

This and other Helpsheets can be found at [www.hitthegroundsprinting.com](http://www.hitthegroundsprinting.com)

## HelpSheet: VLOOKUP (Flexible Criteria) Function

### Introduction

#### Background

Many of the Functions contained in Excel are only partially used. Consequently their effect is diluted and the reports which use them are not as powerful as they should be.

Hit The Ground Sprinting are producing a series of videos which, when used in conjunction with a Helpsheet such as this, will fully explore not only individual Excel Functions but will also examine how different Functions can be combined for even more effective reporting and the introduction of End User interactivity.

If you have not read the Helpsheet How Single Functions Work we suggest you do so before commencing this Helpsheet, as the theory behind how Functions work will help your understanding of the process.

#### Introduction

This helpsheet should be used in conjunction with the VLOOKUP (Flexible Criteria) video produced by Hit The Ground Sprinting details of which can be found at [www.hitthegroundsprinting.com](http://www.hitthegroundsprinting.com)

#### Function Purpose

The Function is the VLOOKUP Function with the extension that you are shown how to build in flexible criteria, instead of hard coding them in.

#### Video Commentary

Watch the Video, read the Helpsheet. Watch the Video again and do examples.

This Video explains how to put Flexible Criteria in to VLOOKUP Functions.

Anyone with no knowledge of VLOOKUP Functions is advised NOT to start here before viewing our other Video VLOOKUP (Details Explained) about the basics of VLOOKUP, details of which can be found at [www.hitthegroundsprinting.com](http://www.hitthegroundsprinting.com)

The box to the right of the VLookup Function defines it as 'Looks for a value in the left hand column of a table, and then returns a value in the same row from a column you specify. By default the table must be sorted in ascending order'

The previous video on VLOOKUP in this series hard coded 'Colin' in to the 'lookup\_value'.

This video substitutes this with a cell reference, in the video it is a reference to cell 'H3'

So the Function would look like this

	A	B	C	D	E	F	G	H	I	J	K	L
1	VLOOKUP Demonstration							<a href="http://www.hitthegroundsprinting.com">www.hitthegroundsprinting.com</a>				
2												
3								Colin				
4								=vlookup(h3,d4:f10,3,false)				
5												
6												
7												
8												
9												
10												
11												
12												

No.	Name	Food	Quantity
1	Andrew	Apples	1
2	Belinda	Bananas	2
3	Colin	Pears	3
4	Denise	Plums	4
5	Eddie	Apples	5
6	Freda	Pears	6
7	Graham	Plums	7
	<b>Totals</b>		<b>28</b>

Note that 'h3' in the Function is blue, as is the border of cell 'H3' and 'd4:f10' in the Function is green, as is the borders of cells 'D4' to 'F10'.

Element in the Function of a similar colour to cell borders indicates they are linked.

On pressing 'Enter' the value of '3' is returned. Because the value of cell 'H3', 'Colin', occurs in the lookup column, 'D', in cell 'D6', and the corresponding value in the 'col\_index\_num' column, 'F' is '3'

If 'Freda' is entered in cell 'H6' the value changes to '6'.

If 'Tim' is entered in cell 'H6' the value changes to '#N/A'

On how to hide '#N/A' please go to [www.hitthegroundsprinting.com](http://www.hitthegroundsprinting.com) and view details of our 'VLOOKUP Function (Hiding Errors)' video.

As practice makes perfect apply the above at every practical opportunity

### Finally

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