

vlookup exercises

VLOOKUP exercises are essential for anyone looking to master this powerful Excel function. Whether you're a beginner aiming to understand the basics or an advanced user seeking to enhance your data analysis skills, practicing with real-world exercises can significantly improve your proficiency. VLOOKUP, which stands for "Vertical Lookup," allows users to search for specific data in a table and retrieve corresponding information from a different column. This functionality is invaluable for tasks such as data reconciliation, report generation, and database management. In this article, we'll explore a variety of **vlookup exercises** designed to help you become confident in applying this function across different scenarios.

Understanding the Fundamentals of VLOOKUP

Before diving into exercises, it's crucial to grasp the core components of the VLOOKUP function. Familiarity with these elements will make solving exercises more straightforward.

Key Components of VLOOKUP

- **Lookup_value:** The value you want to search for in the first column of your table.
- **Table_array:** The range of cells that contains the data you're searching within.
- **Col_index_num:** The column number in the table from which to retrieve the data.
- **Range_lookup:** Optional; TRUE for approximate match or FALSE for an exact match.

Common Mistakes to Avoid

- Using an incorrect column index number.
- Forgetting to set the range_lookup parameter correctly.
- Searching in the wrong lookup column.
- Not ensuring the lookup_value exists in the first column.

Basic VLOOKUP Exercises for Beginners

Starting with simple exercises helps build a solid foundation. Here are some straightforward VLOOKUP tasks to practice.

Exercise 1: Find Prices Based on Product Names

- **Scenario:** You have a list of products in column A and their prices in column B. Use VLOOKUP to find the price of a specific product.
- **Steps:**
 1. Enter the product name you want to search in cell D2.
 2. Use the formula: `=VLOOKUP(D2, A2:B10, 2, FALSE)`

Exercise 2: Retrieve Employee Department

- **Scenario:** You have employee IDs in column A and their departments in column B. Find the department for a given employee ID.
- **Steps:**
 1. Input the employee ID to search in cell D2.
 2. Apply the formula: `=VLOOKUP(D2, A2:B20, 2, FALSE)`

Intermediate VLOOKUP Exercises for Data Validation

Once you're comfortable with basic exercises, move on to more complex tasks involving data validation and error handling.

Exercise 3: Handle N/A Errors Gracefully

- **Scenario:** When a lookup value isn't found, VLOOKUP returns N/A. Practice using IFERROR to manage these errors.
- **Steps:**
 1. Suppose you're searching for a product in cell D2.
 2. Use the formula: `=IFERROR(VLOOKUP(D2, A2:B10, 2, FALSE), "Product not found")`

Exercise 4: Lookup with Multiple Criteria

- **Scenario:** Your data contains multiple columns, and you need to perform lookups based on more than one condition.
- **Solution:** Since VLOOKUP handles single criteria, practice combining it with other functions like CONCATENATE or array formulas. For example:
 - Create a helper column that concatenates criteria (e.g., Product + Region).
 - Use VLOOKUP on this helper column to retrieve data based on combined criteria.

Advanced VLOOKUP Exercises for Complex Data Analysis

For experienced users, these exercises involve dynamic data retrieval, nested functions, and automation.

Exercise 5: Dynamic Column Retrieval

- **Scenario:** You want to select which column to retrieve data from dynamically.

- **Steps:**

1. Set up a cell (e.g., D1) where you specify the column number.
2. Use the formula: `=VLOOKUP(A2, B1:E10, D1, FALSE)`

Exercise 6: Combining VLOOKUP with Other Functions

- **Scenario:** Automate data extraction across multiple sheets or workbooks.
- **Example:** Using VLOOKUP with INDIRECT to reference different sheets dynamically:
 - Suppose sheet names are in cell D2.
 - Formula: `=VLOOKUP(A2, INDIRECT(D2 & "!A1:B10"), 2, FALSE)`

Practical Tips to Improve Your VLOOKUP Skills

To maximize your learning and efficiency, consider these tips:

1. Use Absolute Cell References

Ensure your table array remains constant when copying formulas by using absolute references (e.g., `$A$2:$B$10`).

2. Practice with Real Data

Create or find datasets related to your field—sales data, inventory lists, or customer databases—to simulate real-world scenarios.

3. Explore Alternatives

While VLOOKUP is powerful, also learn about INDEX-MATCH and XLOOKUP for more flexible and efficient lookups.

4. Automate Repetitive Tasks

Combine VLOOKUP with macros or conditional formatting to streamline your workflows.

Resources for Further Practice

To continue honing your skills, utilize the following resources:

- [Microsoft Excel Support](#)
- [ExcelJet VLOOKUP Function Guide](#)
- Online platforms like Udemy, Coursera, and LinkedIn Learning offer dedicated courses on Excel data functions.
- Practice datasets available on websites like Kaggle or data.gov.

Conclusion

Mastering **vlookup exercises** is a step-by-step process that involves starting simple and gradually tackling more complex scenarios. By regularly practicing with real-world datasets and exploring different use cases, you'll develop confidence and efficiency in using VLOOKUP for data analysis, reporting, and automation. Remember to experiment, troubleshoot, and leverage additional functions to enhance your Excel skills continually. Whether you're managing inventories, analyzing sales, or consolidating data from multiple sources, a solid understanding of VLOOKUP will significantly boost your productivity and data management capabilities.

Frequently Asked Questions

What is a VLOOKUP exercise typically used to teach in Excel?

A VLOOKUP exercise is used to help learners understand how to search for a value in the first column of a table and retrieve corresponding data from another column, thereby enhancing data lookup and management skills in Excel.

How can I practice VLOOKUP exercises to improve my

Excel skills?

You can practice by creating sample datasets with unique identifiers and related information, then attempt to use VLOOKUP to retrieve specific data based on input values, gradually increasing complexity with multiple tables and approximate matches.

What are common mistakes to avoid in VLOOKUP exercises?

Common mistakes include forgetting to fix the lookup table with absolute references, misaligning column index numbers, forgetting to include the fourth argument (range_lookup), and not ensuring the lookup value exists in the first column.

Can VLOOKUP exercises help with real-world data analysis tasks?

Yes, practicing VLOOKUP exercises enhances your ability to quickly and accurately extract relevant data from large datasets, which is essential for tasks such as compiling reports, analyzing sales data, or merging tables.

Are there alternative functions to VLOOKUP I should practice with during exercises?

Yes, functions like INDEX and MATCH, XLOOKUP (in newer Excel versions), and FILTER are useful alternatives or complements to VLOOKUP, and practicing them can expand your data retrieval toolkit.

What are some challenging VLOOKUP exercises for advanced users?

Challenging exercises include performing lookups with multiple criteria, handling approximate matches, combining VLOOKUP with other functions for dynamic data retrieval, or working with large, complex datasets requiring error handling.

How can I modify VLOOKUP exercises to include error handling?

You can incorporate functions like IFERROR or IFNA to manage cases where VLOOKUP does not find a match, ensuring your exercises handle errors gracefully and produce user-friendly outputs.

Where can I find resources or datasets for

practicing VLOOKUP exercises?

Resources include online Excel training platforms, data sample repositories, practice workbooks available on educational websites, or creating your own datasets based on real-life scenarios like inventory lists or customer databases.

Additional Resources

VLOOKUP exercises are an essential part of mastering data management and analysis in spreadsheet applications such as Microsoft Excel and Google Sheets. These exercises provide hands-on experience in understanding how to efficiently retrieve data from large datasets, automate data processing tasks, and improve overall productivity. Whether you are a beginner or an advanced user, engaging with VLOOKUP exercises enhances your ability to handle real-world data challenges with confidence and precision.

Understanding VLOOKUP: The Foundation of Data Retrieval

Before diving into exercises, it's crucial to understand what VLOOKUP is and how it functions. VLOOKUP, short for "Vertical Lookup," is a formula used to search for a specific value in the first column of a table and return a corresponding value from another column in the same row. Its primary purpose is to simplify data retrieval tasks that would otherwise require manual searching or complex formulas.

Key features of VLOOKUP:

- Searches vertically in the first column of a table.
- Can return data from any column to the right of the lookup column.
- Supports approximate and exact matches.
- Widely used in data validation, report generation, and data consolidation.

Common syntax:

```
```excel
=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
```
```

Where:

- `lookup\_value` is the value you want to find.
- `table\_array` is the range of cells containing the data.
- `col\_index\_num` specifies which column's value to return.
- `[range\_lookup]` is optional; TRUE for approximate match, FALSE for exact match.

Practical VLOOKUP Exercises: Building Your Skills Step-by-Step

Engaging with practical exercises helps solidify your understanding of VLOOKUP's capabilities and limitations. Below are a series of exercises designed to guide learners from basic to advanced levels.

Exercise 1: Basic VLOOKUP for Exact Match

Objective: Retrieve product prices based on product IDs.

Scenario: You have a list of product IDs and their prices. You want to find the price for a specific product ID.

Steps:

1. Prepare your data table with columns: Product ID, Product Name, Price.
2. In a separate cell, input a Product ID you want to look up.
3. Use the formula:

```
```excel
=VLOOKUP(A2, B2:D10, 3, FALSE)
```
```

where `A2` contains the lookup Product ID.

Outcome: The formula returns the product's price if the product ID exists; otherwise, it displays N/A.

Key learning points:

- Exact match requires `FALSE` in the `range\_lookup`.
- VLOOKUP is case-insensitive.

Exercise 2: Handling Approximate Matches

Objective: Assign tax brackets based on income levels.

Scenario: You have income ranges and corresponding tax rates. You want to determine the tax rate for a specific income.

Steps:

1. Create a table with income thresholds and tax rates, sorted ascending.
2. Use VLOOKUP with `TRUE` for approximate match:

```
```excel
=VLOOKUP(C2, E2:F6, 2, TRUE)
```
```



```

where `C2` is the income.

Outcome: The formula finds the highest income threshold less than or equal to the income and returns the corresponding tax rate.

Key points:

- Data must be sorted in ascending order.
- Useful for categorizing data into ranges.

## Exercise 3: Using VLOOKUP for Data Validation

Objective: Validate user input against a list of valid options.

Scenario: You want to ensure that a department entered in a form matches existing departments.

Steps:

1. List valid departments in a range.
2. Use VLOOKUP in Data Validation settings:

```excel

=VLOOKUP(D2, F2:F10, 1, FALSE)

```

or use `ISNA` to flag invalid entries:

```excel

=IF(ISNA(VLOOKUP(D2, F2:F10, 1, FALSE)), "Invalid Department", "Valid")

```

Outcome: Immediate feedback on whether the input is valid.

Features:

- Enhances data integrity.
- Can be combined with conditional formatting for visual cues.

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## Advanced VLOOKUP Exercises and Techniques

While basic exercises are valuable, mastering more complex scenarios elevates your data skills.

## Exercise 4: VLOOKUP with Multiple Criteria

Challenge: VLOOKUP alone cannot handle multiple criteria directly. However, combining helper columns or array formulas can achieve this.

Solution:

- Create a helper column concatenating multiple criteria, e.g., `ProductID & "-" & Region`.
- Use VLOOKUP on this combined key.

Example:

```
```excel
=VLOOKUP(A2 & "-" & B2, H2:J20, 3, FALSE)
```
```

Benefits:

- Facilitates multi-condition lookups.
- Keeps data organized for complex retrievals.

## Exercise 5: Handling Errors and Missing Data

Objective: Make your VLOOKUP formulas more robust.

Techniques:

- Use `IFERROR` to replace error messages:

```
```excel
=IFERROR(VLOOKUP(A2, B2:D10, 3, FALSE), "Not Found")
```
```

- This ensures cleaner outputs and better user experience.

Advantages:

- Prevents N/A errors from propagating.
- Improves report readability.

## Exercise 6: Dynamic Column Indexing with MATCH

Scenario: The column to retrieve data from may change dynamically.

Solution:

- Use `MATCH` to determine the column number:

```
```excel
=VLOOKUP(A2, B2:F10, MATCH("Price", B1:F1, 0), FALSE)
```
```

Benefits:

- Increases formula flexibility.
- Simplifies maintenance when column positions change.

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# Limitations of VLOOKUP and Alternatives

While VLOOKUP is a powerful tool, it has inherent limitations that are important to understand.

Limitations:

- Only searches in the first column of the table.
- Cannot perform left lookups (searching data to the left of the lookup column).
- Difficult to handle multiple criteria without helper columns.
- Performance issues with very large datasets.

Alternatives:

- INDEX and MATCH: Offer more flexibility, including left lookups.
- XLOOKUP (Excel 365 and Excel 2021): A more versatile successor to VLOOKUP, supporting right and left lookups, array outputs, and default values.
- FILTER: For dynamic array-based lookups based on multiple criteria.

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## Benefits of Practicing VLOOKUP Exercises

Engaging with diverse VLOOKUP exercises offers numerous advantages:

- Enhanced Data Skills: Improves understanding of data relationships and retrieval.
- Increased Efficiency: Automates repetitive lookup tasks.
- Error Reduction: Minimizes manual errors in data entry and analysis.
- Preparedness for Real-World Scenarios: Equips users to handle complex data tasks encountered in business, finance, and research.

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## Conclusion: Mastering VLOOKUP Through Practice

VLOOKUP exercises are an indispensable aspect of developing proficient spreadsheet skills. They serve as practical, hands-on methods to understand the nuances of data retrieval, error handling, and advanced techniques. By systematically approaching these exercises—from basic lookup tasks to complex multi-criteria scenarios—you build a solid foundation that empowers you to manage vast datasets efficiently. As you progress, consider exploring alternative functions like INDEX/MATCH and XLOOKUP to overcome VLOOKUP's limitations and expand your data analysis toolkit. Ultimately, consistent practice with VLOOKUP exercises transforms theoretical knowledge into practical expertise, making you a more effective and confident user of

spreadsheet tools in any professional setting.

## **Vlookup Exercises**

**vlookup exercises: Excel Workbook** Alberto Clerici, 2015-03-04T00:00:00+01:00 Excel is the most popular and widely used productivity software in all business environments, and it is an irreplaceable companion in ordinary work as in the analysis of large amounts of complex data. Nevertheless, the majority of users knows and uses only a very limited number of features, often in an elementary way. This workbook shows in practice the use of a wide variety of formulas, functions and features (like pivot tables, macros or the Solver add-in) that allow to effectively and professionally work with Excel. The workbook starts with the basics and gets progressively to deal with very complex cases. It is a valuable support for college students, professionals and managers who want to learn the basics or to improve the knowledge of Excel up to an advanced level. In the dedicated web area, all the initial and solved files are available to carry out the exercises and check the solutions. Over 40 exercises are commented, to highlight the basic concepts and clarify the most complex ones. The authors are all lecturers for the course of Computer skills for economics at Università Bocconi in Milan: Massimo Ballerini, Alberto Clerici, Chiara Debernardi, Davide Del Corno, Maurizio De Pra, Gianluca Salvioti and Marco Sampietro.

**vlookup exercises: Excel VLOOKUP's with 10 Exercises** G. Blanco, 2020-07 This booklet is about learning some of the most used VLOOKUP techniques faster. It comes with an Excel file already loaded with formulas and data from where you can practice. You'll quickly learn and gain expertise through 10 exercises that mimic real business scenarios; each exercise it's a different VLOOKUP technique. In addition to the 10 exercises, this book includes a TRY IT section with 10 more exercises from where you can keep practicing. After completing the 10 exercises, you'll know VLOOKUP basics, how to VLOOKUP from different tabs in your workbook, from different Excel files and how to deal with #N/As or errors. You'll also learn to validate reports, how to create a KEY to support your VLOOKUP formulas, and how to use the IFERROR() function to make your data more readable.

**vlookup exercises: Microsoft Office Specialist** Linda F. Johnson, 2006-07-28 Validate your expertise and get the attention of employers with Microsoft Office Specialist certification. This comprehensive guide is what you need to prepare for certification in Excel 2003, both the Specialist and Expert levels. Carefully planned by a seasoned Microsoft Office Specialist instructor, this invaluable study guide uses real-world scenarios to teach the full range of Excel 2003 skills you need-not only to prepare for the certification exams, but also to increase your ability and productivity in the workplace. Covering twenty-four Specialist exam objectives and thirty-three Expert exam objectives, the book progresses through the functions and features of Excel software. Even entry-level Excel users can rapidly build their skills. Excel 2003 Specialist Certification Skill Sets \* Creating Data and Content \* Analyzing Data \* Formatting Data and Content \* Collaborating \* Managing Workbooks Excel 2003 Expert Certification Skill Sets \* Organizing and Analyzing Data \* Formatting Data and Content \* Collaborating \* Managing Data and Workbooks \* Customizing Excel Plus, you'll find additional career preparation tools, including: \* Solutions for real-world scenarios \* Structured learning for quick productivity \* Full glossary of terms Go to [www.sybex.com/go/mosexcel2003](http://www.sybex.com/go/mosexcel2003) for downloadable sample files from the exercises in the book. Practice what you've learned on your own. Visit [www.sybex.com](http://www.sybex.com) for all of your professional certification needs.

**vlookup exercises: Microsoft Excel: Preparing Data, Analysing Data and Designing a Business Model - A Practical Guide (UUM Press)** Yurita Yakimin Abdul Talib, Rosli Mohamad, 2020-01-01 Microsoft Excel: Preparing Data, Analysing Data and Designing a Business Model - A

Practical Guide will be a useful manual for readers who intend to master various functionalities offered in a spreadsheet application. The module serves as a teaching material, mainly for accounting program students, lecturers, financial analysts, accountants, and other interested parties. This textbook that comprises of eight chapters employs the Microsoft Excel, one of the most commonly used and popular spreadsheet applications, to demonstrate the applications of essential functionalities available in the spreadsheet applications. This application becomes one of the primary analytical tools in today's business. Excel functions, if used wisely and effectively, are capable of transforming business data into meaningful and valuable information.

**vlookup exercises: Excel 2010 Workbook For Dummies** Greg Harvey, 2010-08-13 Reinforce your understanding of Excel with these Workbook exercises Boost your knowledge of important Excel tasks by putting your skills to work in real-world situations. The For Dummies Workbook format provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency. Perfect for students, people learning Excel on their own, and financial professionals who must plan and execute complex projects in Excel, Excel 2010 Workbook For Dummies helps you discover all the ways this program can work for you. Excel is the world's most popular number-crunching program, and For Dummies books are the most popular guides to Excel The Workbook approach offers practical application, with more than 100 exercises to work through and plenty of step-by-step guidance This guide covers the new features of Excel 2010, includes a section on creating graphic displays of information, and offers ideas for financial planners Also provides exercises on using formulas and functions, managing and securing data, and performing data analysis A companion CD-ROM includes screen shots and practice materials Excel 2010 Workbook For Dummies helps you get comfortable with Excel so you can take advantage of all it has to offer. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

**vlookup exercises: Microsoft Excel 2013 Level 2 (English version)** AMC College, This manual will show you how to use the additional tools and functions of Excel 2013 for organizing, visualizing and calculating your data, it also assist you to explore how Excel's new data analysis tools help you track and visualize your data for greater insight and presentation.

**vlookup exercises: Advanced Excel 365** Ritu Arora, 2024-08-12 This book provides practical knowledge, hands-on examples, and step-by-step instructions to master the capabilities of Excel, harness VBA for customization, and integrate ChatGPT for intelligent conversations. The book provides a thorough overview of Excel including navigating the interface, mastering array formulas and essential functions, completing repetitive tasks, exploring macros, and using ChatGPT for content generation and advanced data analysis. This book is ideal for beginners and experienced users, including data analysts, financial professionals, and anyone seeking to enhance their Excel skills with VBA and AI integration. FEATURES: Master array formulas, e.g., VLOOKUP, INDEX MATCH, and other essential functions Automate repetitive tasks and enhance productivity with powerful macros Features step-by-step tutorials, clear instructions and practical examples for mastering Excel, VBA, and ChatGPT Includes best practices for integrating AI and automation into your workflows

**vlookup exercises: Select** Philip A. Koneman, 2001 The goal of this text is to introduce learners to intermediate and advanced spreadsheet management concepts, and using spreadsheet technology to manage business data. Through the projects in this text, learners build upon a basic understanding of Excel by creating more complex three-dimensional workbook solutions, using a full range of Excel's functions and tools. Utilizing a comprehensive approach to creating spreadsheet solutions, this text emphasizes the features in Microsoft Excel for integrating Microsoft Access data, and building web-based solutions for analyzing pivot table data. This text is MOUS certified at the Expert level.

**vlookup exercises: Business Data Analysis Using Excel** David Whigham, 2007-01-11 Taking a thematic approach to the use of Excel spreadsheets in introductory business data analysis, this text has been designed to explain the overall nature of what is to be achieved and also instruction in how it is to be done. The learning approach is highly interactive and enables students to develop an

understanding of the power of Excel in allowing both analysis of business data sets and in the flexible preparation of graphs, charts and tables for inclusion in reports and essays. The text is supported by an online resource centre with self marking exercises that can be used by instructors for formative and summative assessment, and a series of PowerPoint files containing all of the illustrated worksheets and figures.

**vlookup exercises: Managing Data Using Excel** Mark Gardener, 2015-03-16 Microsoft Excel is a powerful tool that can transform the way you use data. This book explains in comprehensive and user-friendly detail how to manage, make sense of, explore and share data, giving scientists at all levels the skills they need to maximize the usefulness of their data. Readers will learn how to use Excel to: \* Build a dataset – how to handle variables and notes, rearrangements and edits to data. \* Check datasets – dealing with typographic errors, data validation and numerical errors. \* Make sense of data – including datasets for regression and correlation; summarizing data with averages and variability; and visualizing data with graphs, pivot charts and sparklines. \* Explore regression data – finding, highlighting and visualizing correlations. \* Explore time-related data – using pivot tables, sparklines and line plots. \* Explore association data – creating and visualizing contingency tables. \* Explore differences – pivot tables and data visualizations including box-whisker plots. \* Share data – methods for exporting and sharing your datasets, summaries and graphs. Alongside the text, Have a Go exercises, Tips and Notes give readers practical experience and highlight important points, and helpful self-assessment exercises and summary tables can be found at the end of each chapter. Supplementary material can also be downloaded on the companion website. Managing Data Using Excel is an essential book for all scientists and students who use data and are seeking to manage data more effectively. It is aimed at scientists at all levels but it is especially useful for university-level research, from undergraduates to postdoctoral researchers.

**vlookup exercises: Excel for Microsoft 365 Training Tutorial Manual Classroom in a Book** TeachUcomp, 2024-01-18 Complete classroom training manual for Excel for Microsoft 365. 345 pages and 211 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create spreadsheets and advanced formulas, format and manipulate spreadsheet layout, sharing and auditing workbooks, create charts, maps, macros, and much more. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The “File” Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen Mode 14. Working With Excel File Formats 15. AutoSave Online Workbooks Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill Creating Formulas 1. Ranged Formula Syntax 2. Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility Copying & Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying, and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button Columns & Rows 1. Selecting Columns & Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area Worksheet Tools 1. Inserting and Deleting Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page Layout View 3. Opening The Page Setup Dialog Box 4. Page Settings 5. Setting Margins 6. Creating Headers and Footers 7. Sheet Settings Printing

Spreadsheets 1. Previewing and Printing Worksheets Helping Yourself 1. Using Excel Help 2. Microsoft Search in Excel 3. Smart Lookup Creating 3D Formulas 1. Creating 3D Formulas 2. 3D Formula Syntax 3. Creating 3D Range References Named Ranges 1. Naming Ranges 2. Creating Names from Headings 3. Moving to a Named Range 4. Using Named Ranges in Formulas 5. Naming 3D Ranges 6. Deleting Named Ranges Conditional Formatting and Cell Styles 1. Conditional Formatting 2. Finding Cells with Conditional Formatting 3. Clearing Conditional Formatting 4. Using Table and Cell Styles Paste Special 1. Using Paste Special 2. Pasting Links Sharing Workbooks 1. About Co-authoring and Sharing Workbooks 2. Co-authoring Workbooks 3. Adding Shared Workbook Buttons in Excel 4. Traditional Workbook Sharing 5. Highlighting Changes 6. Reviewing Changes 7. Using Comments and Notes 8. Compare and Merge Workbooks Auditing Worksheets 1. Auditing Worksheets 2. Tracing Precedent and Dependent Cells 3. Tracing Errors 4. Error Checking 5. Using the Watch Window 6. Cell Validation Outlining Worksheets 1. Using Outlines 2. Applying and Removing Outlines 3. Applying Subtotals Consolidating Worksheets 1. Consolidating Data Tables 1. Creating a Table 2. Adding an Editing Records 3. Inserting Records and Fields 4. Deleting Records and Fields Sorting Data 1. Sorting Data 2. Custom Sort Orders Filtering Data 1. Using AutoFilters 2. Using the Top 10 AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 5. Applying Multiple Criteria 6. Using Complex Criteria 7. Copying Filter Results to a New Location 8. Using Database Functions Using What-If Analysis 1. Using Data Tables 2. Using Scenario Manager 3. Using Goal Seek 4. Forecast Sheets Table-Related Functions 1. The Hlookup and Vlookup Functions 2. Using the IF, AND, and OR Functions 3. The IFS Function Sparklines 1. Inserting and Deleting Sparklines 2. Modifying Sparklines Creating Charts In Excel 1. Creating Charts 2. Selecting Charts and Chart Elements 3. Adding Chart Elements 4. Moving and Resizing Charts 5. Changing the Chart Type 6. Changing the Data Range 7. Switching Column and Row Data 8. Choosing a Chart Layout 9. Choosing a Chart Style 10. Changing Color Schemes 11. Printing Charts 12. Deleting Charts Formatting Charts in Excel 1. Formatting Chart Objects 2. Inserting Objects into a Chart 3. Formatting Axes 4. Formatting Axis Titles 5. Formatting a Chart Title 6. Formatting Data Labels 7. Formatting a Data Table 8. Formatting Error Bars 9. Formatting Gridlines 10. Formatting a Legend 11. Formatting Drop and High-Low Lines 12. Formatting Trendlines 13. Formatting Up/Down Bars 14. Formatting the Chart and Plot Areas 15. Naming Charts 16. Applying Shape Styles 17. Applying WordArt Styles 18. Saving Custom Chart Templates Data Models 1. Creating a Data Model from External Relational Data 2. Creating a Data Model from Excel Tables 3. Enabling Legacy Data Connections 4. Relating Tables in a Data Model 5. Managing a Data Model PivotTables and PivotCharts 1. Creating Recommended PivotTables 2. Manually Creating a PivotTable 3. Creating a PivotChart 4. Manipulating a PivotTable or PivotChart 5. Changing Calculated Value Fields 6. Formatting PivotTables 7. Formatting PivotCharts 8. Setting PivotTable Options 9. Sorting and Filtering Using Field Headers PowerPivot 1. Starting PowerPivot 2. Managing the Data Model 3. Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 7. PowerPivot PivotTables and PivotCharts 3D Maps 1. Enabling 3D Maps 2. Creating a New 3D Maps Tour 3. Editing a 3D Maps Tour 4. Managing Layers in a 3D Maps Tour 5. Filtering Layers 6. Setting Layer Options 7. Managing Scenes 8. Custom 3D Maps 9. Custom Regions 10. World Map Options 11. Inserting 3D Map Objects 12. Previewing a Scene 13. Playing a 3D Maps Tour 14. Creating a Video of a 3D Maps Tour 15. 3D Maps Options Slicers and Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files Making Macros 1. Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook

### **vlookup exercises: Microsoft Excel 2019 Training Manual Classroom in a Book**

TeachUcomp , 2019-08-01 Complete classroom training manual for Microsoft Excel 2019. 453 pages and 212 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create spreadsheets and advanced formulas, format and manipulate spreadsheet layout, sharing and auditing workbooks, create charts, maps, macros, and much more. Topics Covered: Getting

Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The "File" Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts

File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen View 14. Working With Excel File Formats 15. AutoSave Online Workbooks

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