

## Introduction to Excel Lookup Functions

Written and Presented by David H. Ringstrom, CPA Accounting Advisors, Inc. www.accountingadvisors.com

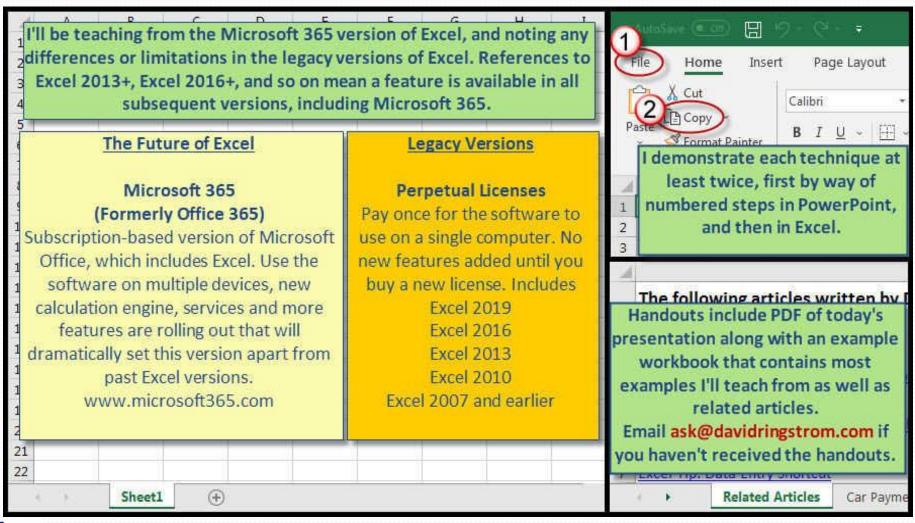


#### **About the speaker:**

David H. Ringstrom, CPA, is an author and nationally recognized instructor who teaches scores of webinars each year. His Excel courses are based on over 25 years of consulting and teaching experience. His mantra is "Either you work Excel, or it works you." David offers spreadsheet and database consulting services nationwide.



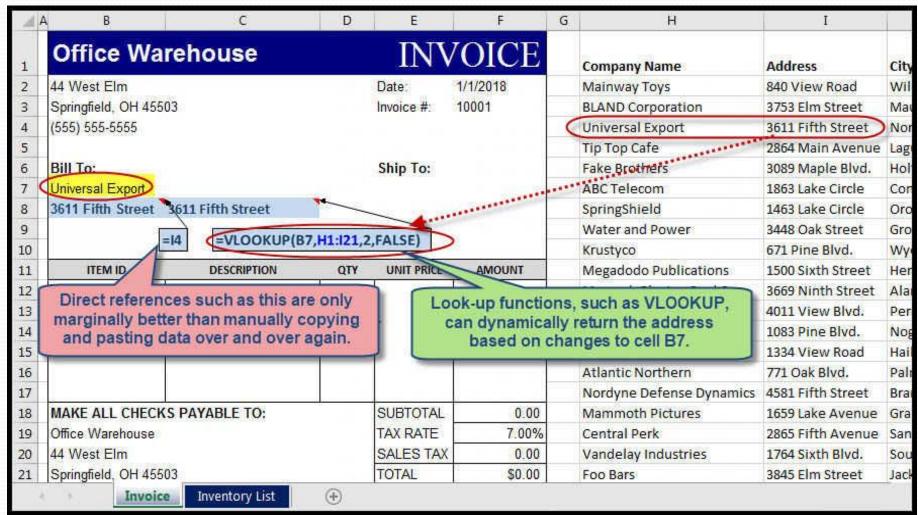
#### **Excel Versions**







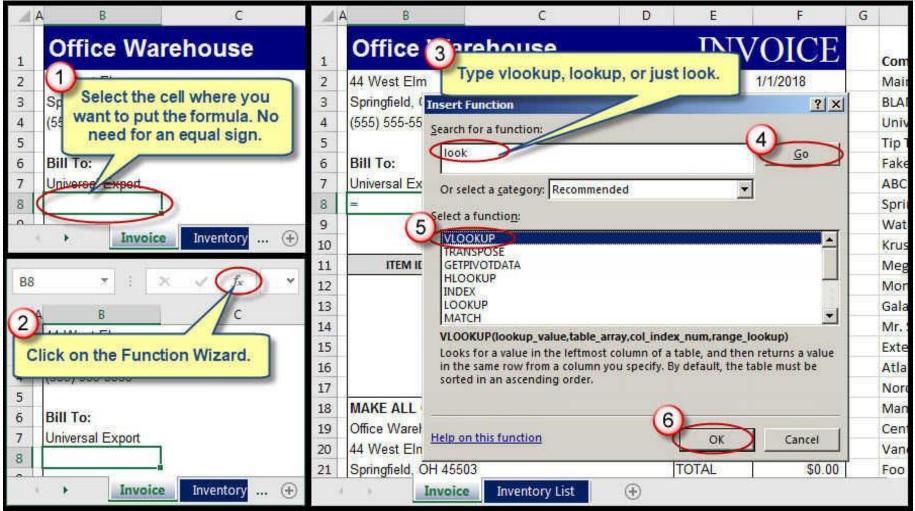
### Addresses







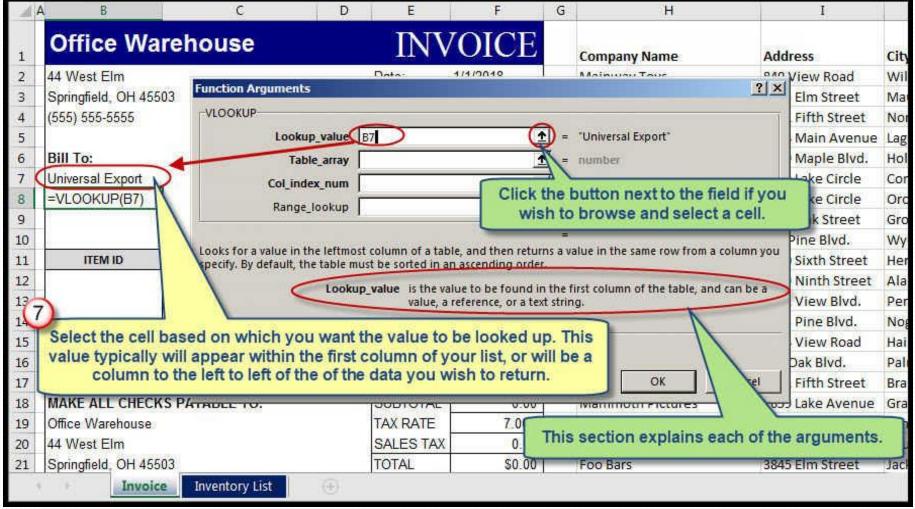
#### **Function Wizard**







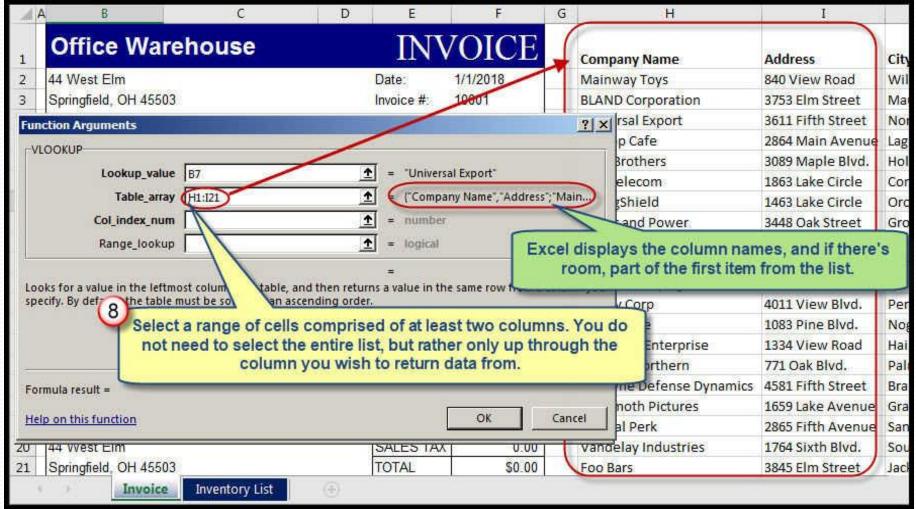
### Lookup\_value







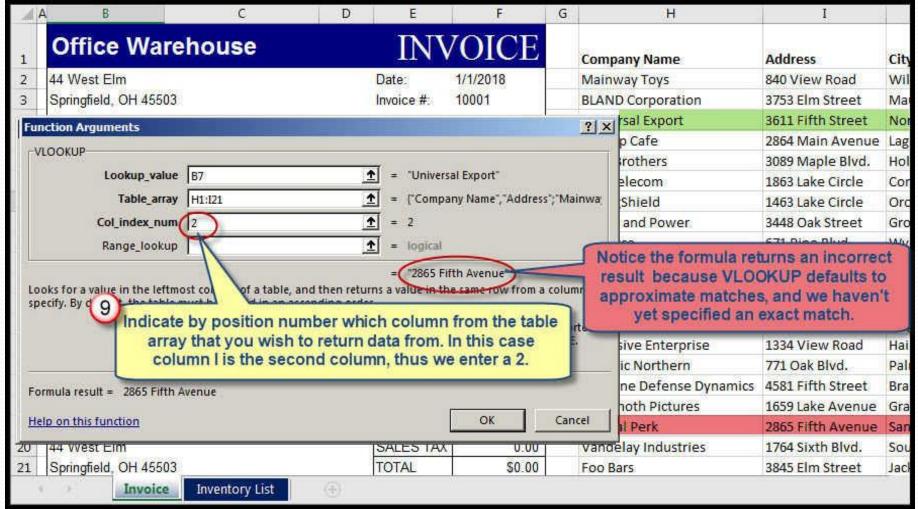
# Table\_array







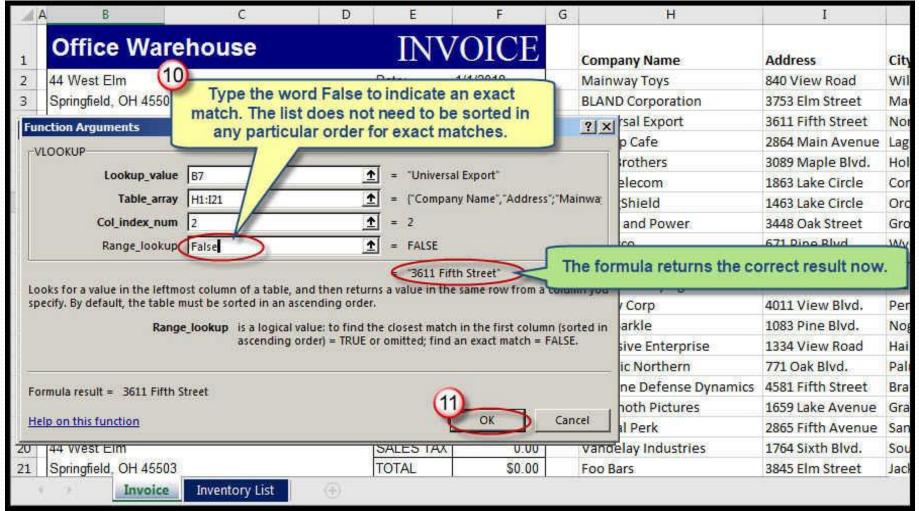
### Column index num







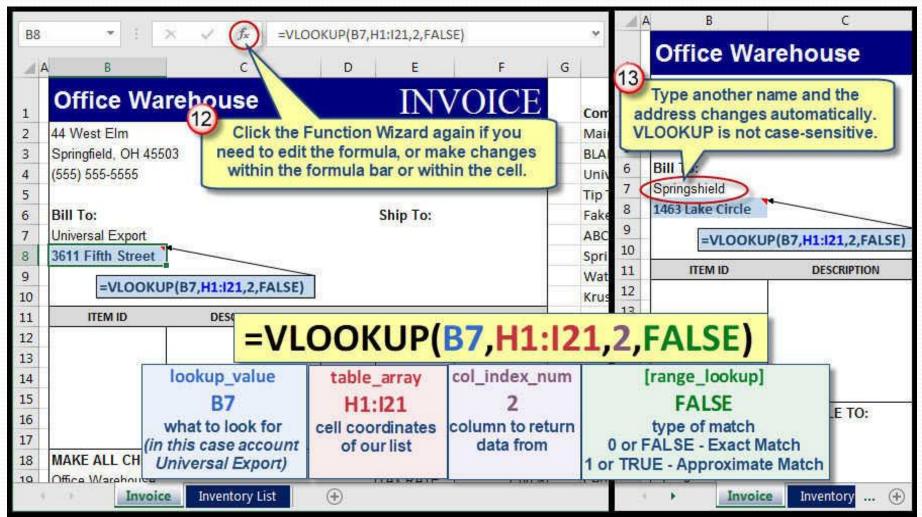
# Range\_lookup







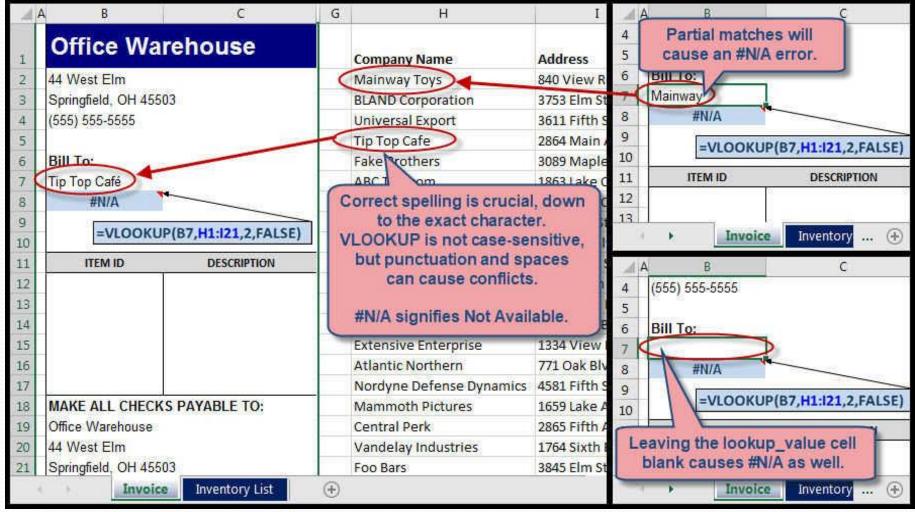
#### Address - Formula







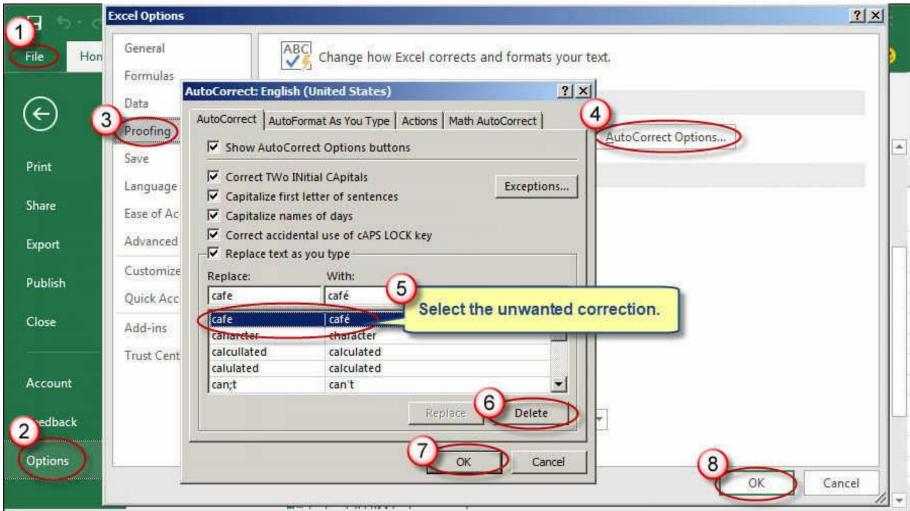
### #N/A Error with VLOOKUP







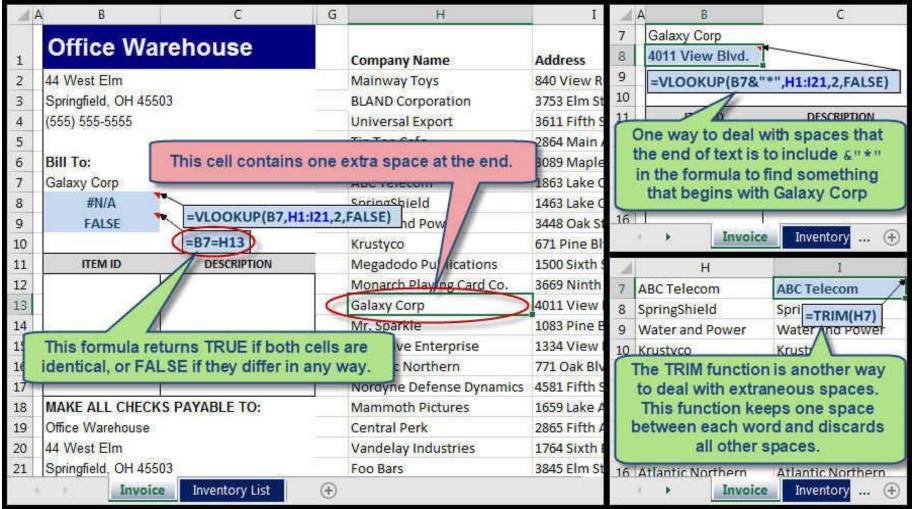
### Overcoming Unwanted AutoCorrections







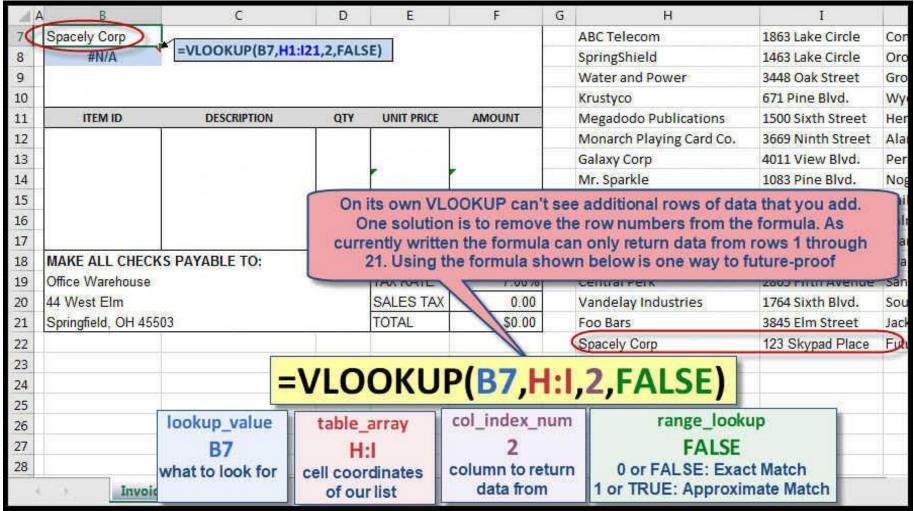
### Extraneous Spaces Triggers #N/A in VLOOKUP







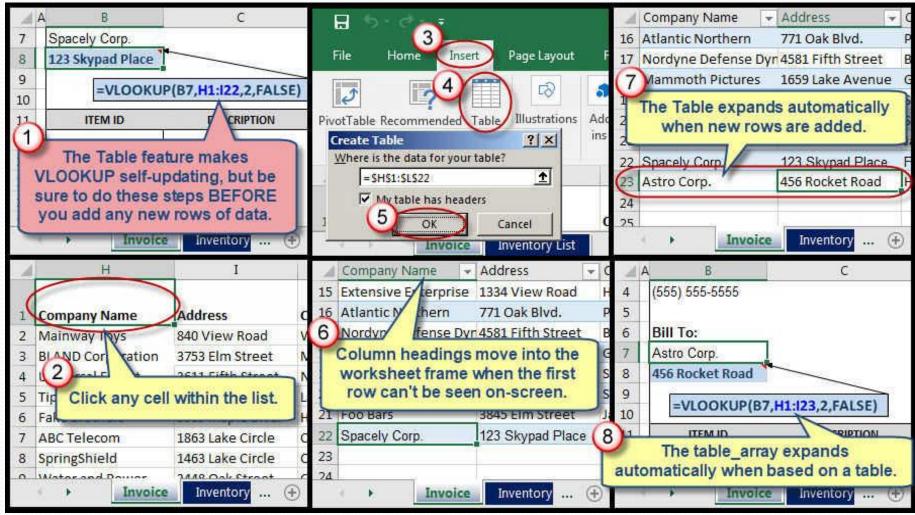
## Future-proofing VLOOKUP







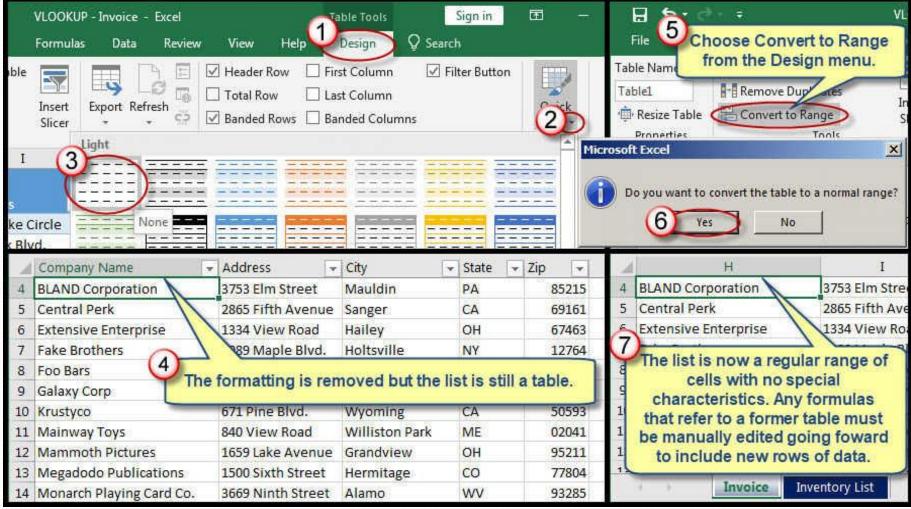
## Using the Table feature with VLOOKUP







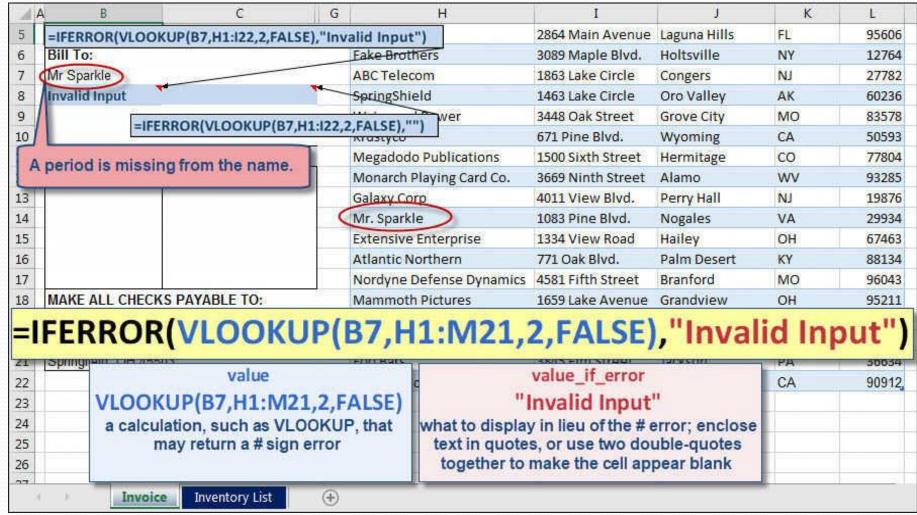
### Undoing the Table Feature







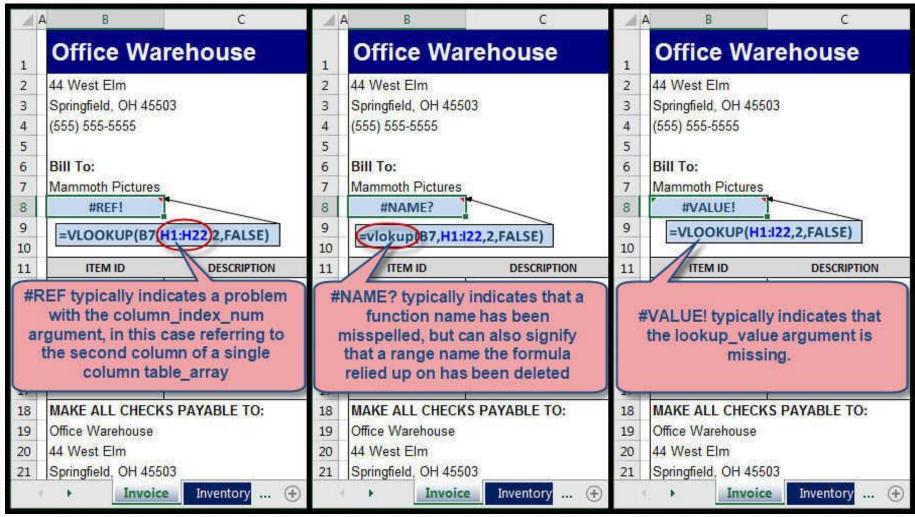
#### IFERROR Function with VLOOKUP







### Other Types of VLOOKUP Errors







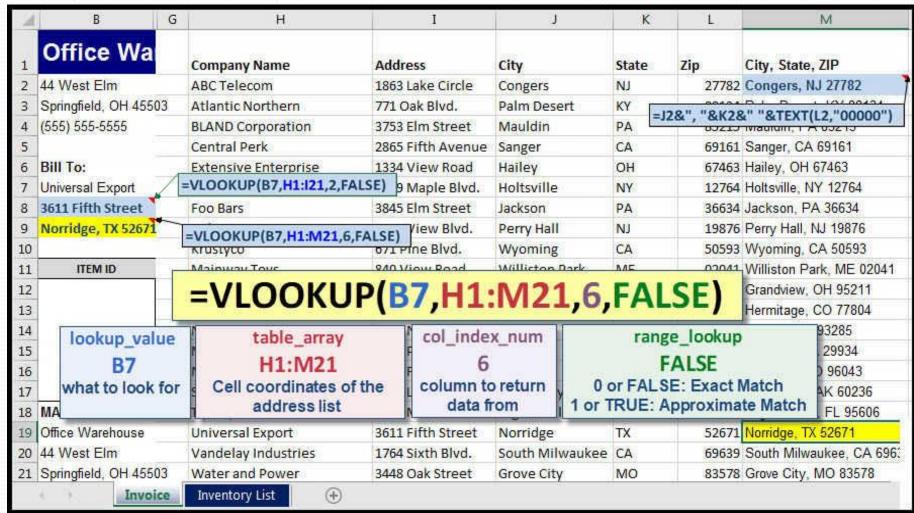
# Concatenate City, State and Zip

d	Н	I	J	K	L	М	N	0
1	Company Name	Address	City	State	Zip	City, State, ZIP		
2	ABC Telecom	1863 Lake Circle	Congers	NJ	27782	Congers, NJ 27782		
3	Atlantic Northern	771 Oak Blvd.	Palm Desert	KY		Palm Desert KY 88134		1
4	BLAND Corporation	3753 Elm Street	Mauldin	PA	852	J2&", "&K2&" "&TEXT(L	2,"00000")	
5	Central Perk	2865 Fifth Avenue	Sanger	CA	69161	Sanger, CA 69161		
6	Extensive Enterpris	e 1334 View Road	Hailey	ОН	67463	Hailey, OH 67463		
7	Fake Brothers	3089 Maple Blvd.	Holtsville	NY	12764	Holtsville, NY 12764		
8	Foo Bars	3845 Elm Street	Jackson	PA	36634	Jackson, PA 36634		
9	Galaxy Corp	4011 View Blvd.	Perry Hall	NJ	19876	Perry Hall, NJ 19876		
10	Venetuco	671 Dino Blud	Muoming	CA	50593	Wyoming, CA 50593		
11 12	Alternative: CONCATENATE(J2,", ",K2," ",TEXT(L2,"00000"))  Excel 2019/Office 365=CONCAT(J2,", ",K2," ",TEXT(L2,"00000"))  11 Grandview, OH 95211							
100	Megadodo Publicat		Ta Ta	CO	N	Hermitage, CO 77804		
	Monarch Playing Ca			wv		Alamo, WV 93285		
16	Mr. Sparkle Nordyne Defen SpringShield	=J2&", "&K	2&" "8	&TEX	T(L2	2,"00000")		
18 19 20 21	J2 City from	&", "& Places a comma and a space after City	K2 State from column K	&" "& Places a space after State		TEXT(L2,"00000")  Adds a leading zero if necessary to ZIP codes from column L		iry





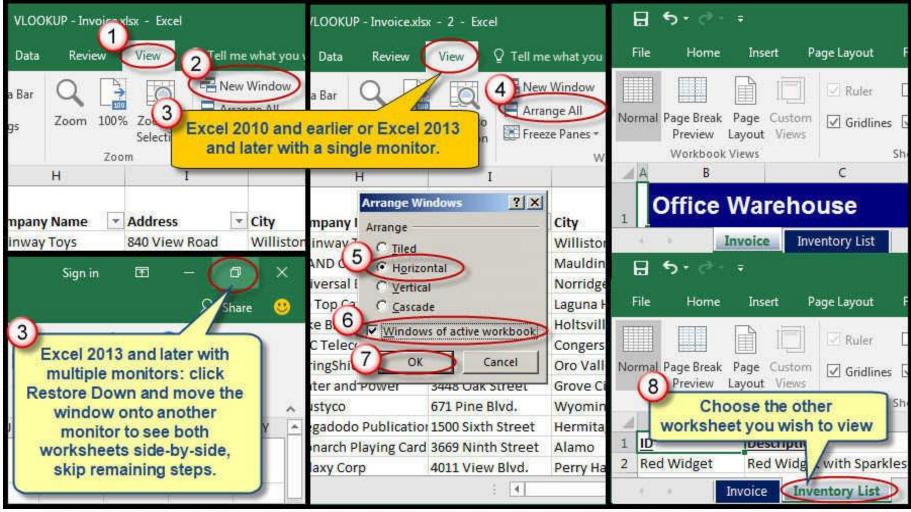
## City, State Zip - Formula







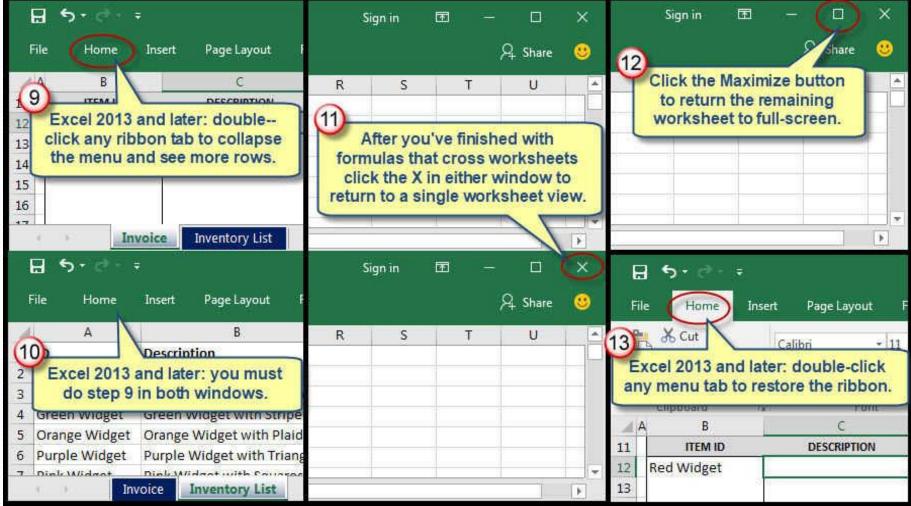
### Viewing Two Worksheets at Once







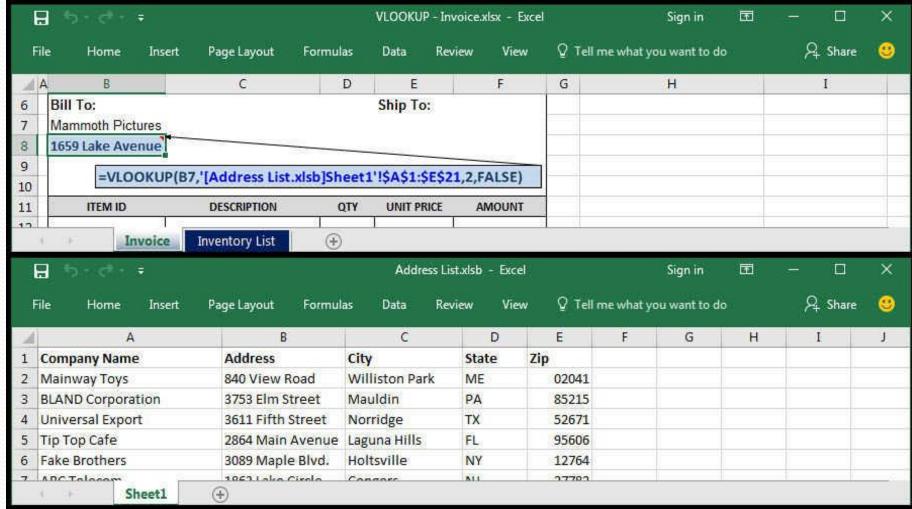
### Viewing Two Worksheets at Once







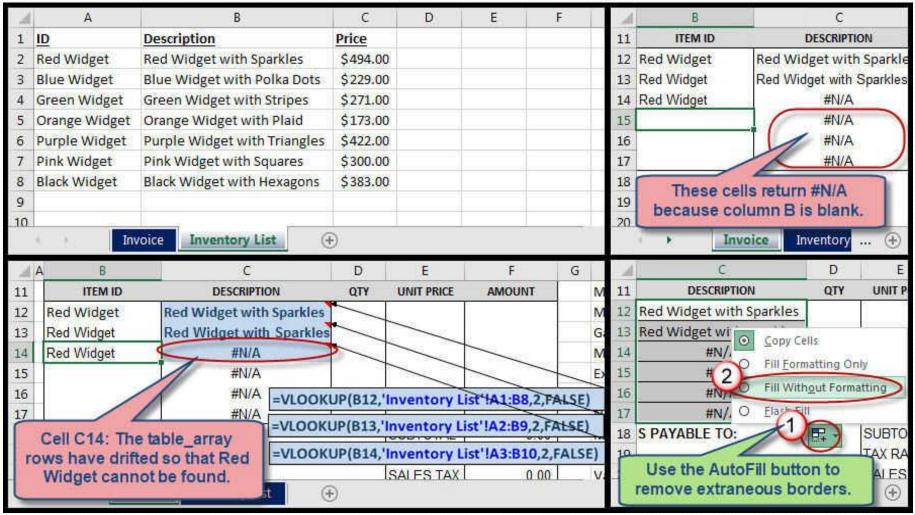
### Look-Up Data From a Second Workbook







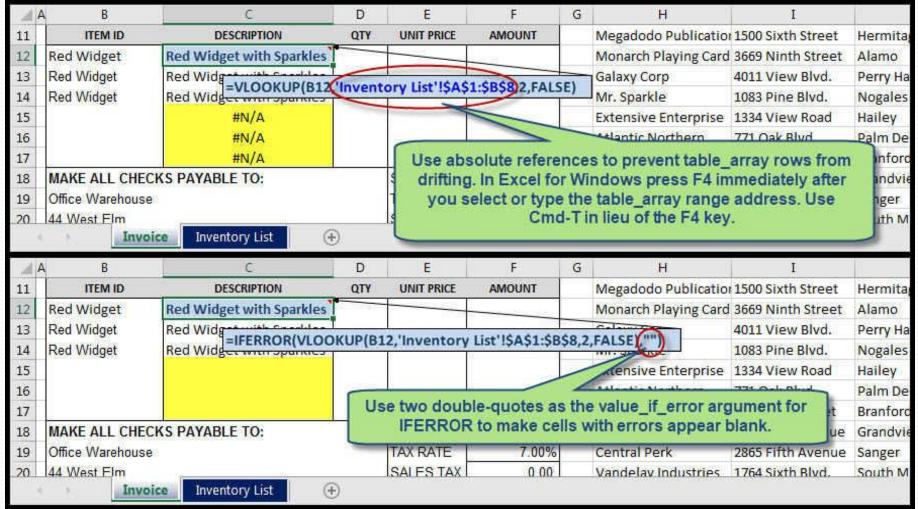
### Item ID Look-Up







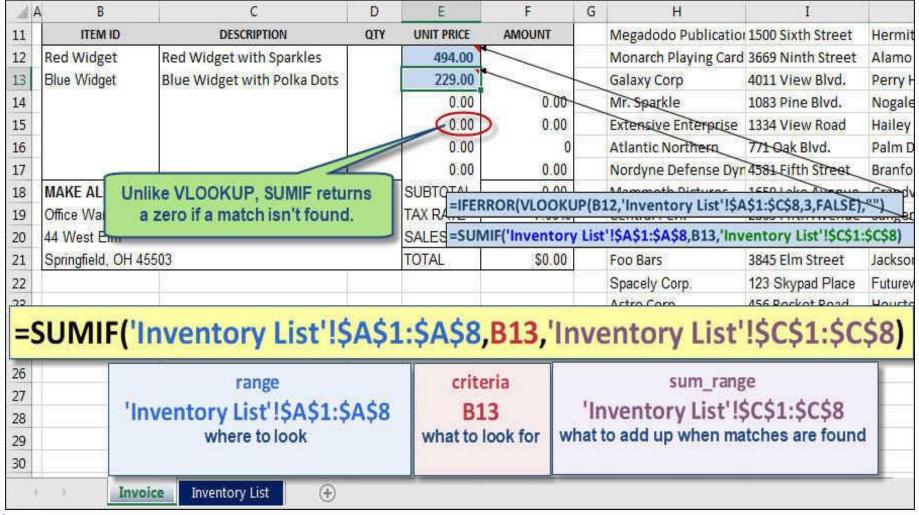
# Perfecting the Item ID Lookup







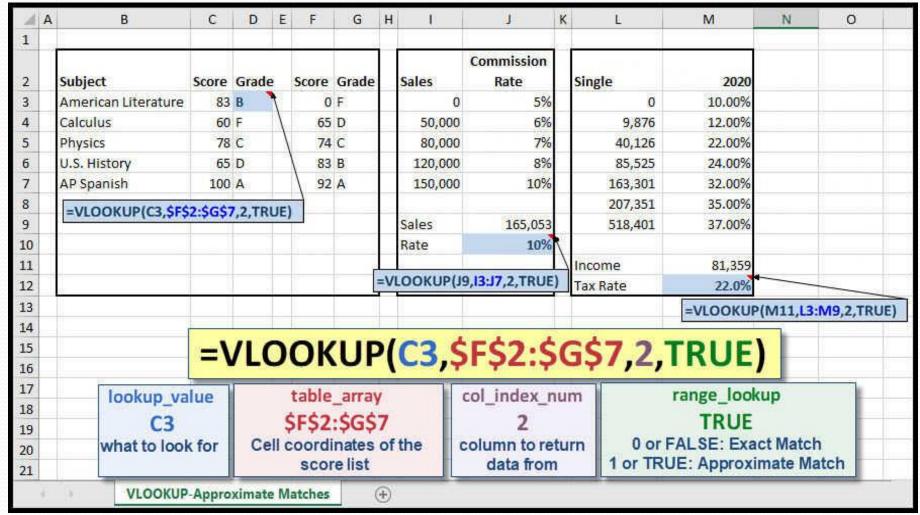
### Price Look-Up







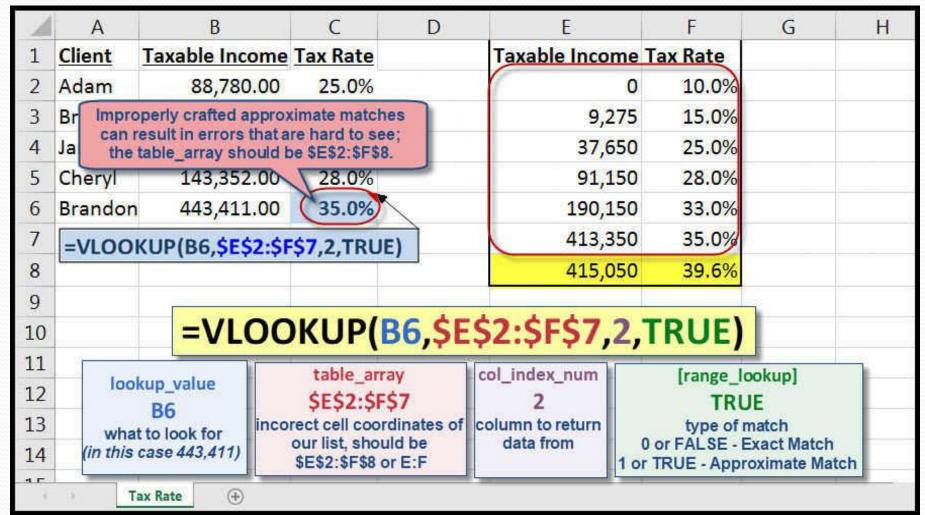
## **VLOOKUP Approximate Matches**







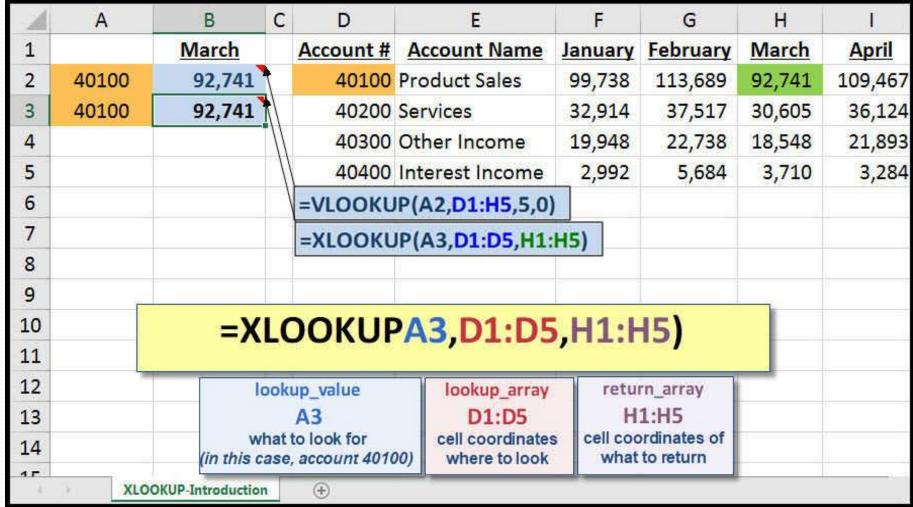
#### Tax Rates







# XLOOKUP Introduction (Microsoft 365)





# Thank you for attending!

I'm happy to hear from you. In particular let me know if you did not receive the handouts for this presentation.

David Ringstrom, CPA



www.twitter.com/excelwriter

in www.linkedin.com/in/davidringstrom

Is there something you were hoping to learn today but didn't? Please let me know. You can ask me anything about Excel.

region 1