Excel Module: VLOOKUP, INDEX and MATCH

Remove the mystery from how VLOOKUP works, why VLOOKUP doesn't work all of the time, and learn the tricks to make joining data from one source to another easier in this short Excel module delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

VLOOKUP isn't always the correct solution though, and many users have discovered that INDEX and MATCH functions work better for them.

Everyone needs to look up data from another file at some point of time in their Excel work. VLOOKUP, or INDEX and MATCH, allows you to get data from one source table into a destination report. By having one central source file, many users can get up-to-date prices, stock count, work hours, readings, etc., into their own files without duplicating data and running the risk of using out-of-date information.

Topics:

VLOOKUP (Exact Match for when you want the absolutely correct return of information)

VLOOKUP (Closest Match for when an approximate match will do)

INDEX (Allows users to define a matrix to use with MATCH to work dynamically)

MATCH (Used with INDEX to work across columns and down rows to match criteria)

Format as Table (Best practice for managing lists in Excel)

Data Validation (Drop-down choice lists)

Linking to External Data (The pros and cons of managing links)

Should You Attend This Module?

Yes, absolutely. Everyone needs to look up data at some point of time. No matter what your job role is you will need to get data from one source to another and maintain a link. VLOOKUP is the most common, the most misunderstood, and possibly the most error prone function in Excel, but it is easy to master the essentials and conquer the issues with it. INDEX and MATCH are a great alternative though. As long as you have used Excel before you can attend this session, you do not need any specific previous experience.

Duration

2 hours Online