

Paul Robbins training and consultancy

Spreadsheets for Accounting

Advanced Functions of Microsoft Excel

HLOOKUP & VLOOKUP – Worked Example

You work in a clothes shop selling sports fashion clothing and have been asked to record the stock held in a spreadsheet.

You know that the best way to do this is to use HLOOKUP & VLOOKUP.

You have prepared a table of data showing the stock currently held.

Stock Code	Item Name	Units in Stock	Price Per Unit
NIKTKST	Nike Tracksuit	3	£99.99
ADITSHT	Adidas T Shirt	7	£24.95
PUMSSHT	Puma Sweatshirt	5	£59.99
NIKTSHT	Nike T Shirt	6	£29.95
ADIHOOD	Adidas Hoodie	4	£47.95
NEWECAP	New Era Cap	3	£18.95

Tasks

1. Transfer the data above to an Excel workbook and use 'HLOOKUP' to show for any stock code what the item name is, how many units are in stock and what the price per unit is. Rename the worksheet 'HLOOKUP'.

2. In the same workbook, but using a separate worksheet use 'VLOOKUP' to show for any stock code what the item name is, how many units are in stock and what the price per unit is. Rename the worksheet 'VLOOKUP'.