


Vertical Lookup for Gradebook

Instructional Technology

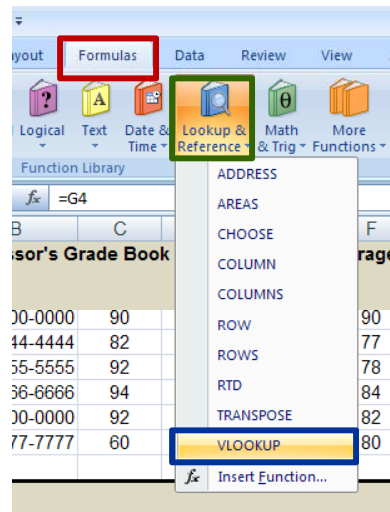
Presented By: Terence Peak



WHAT YOU WILL NEED

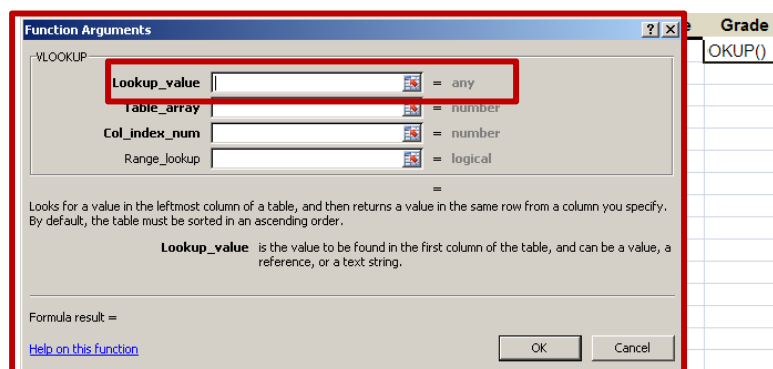
- ❶ Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- ❷ Download the Zip file For Excel.zip
- ❸ The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.

VERTICAL LOOKUP



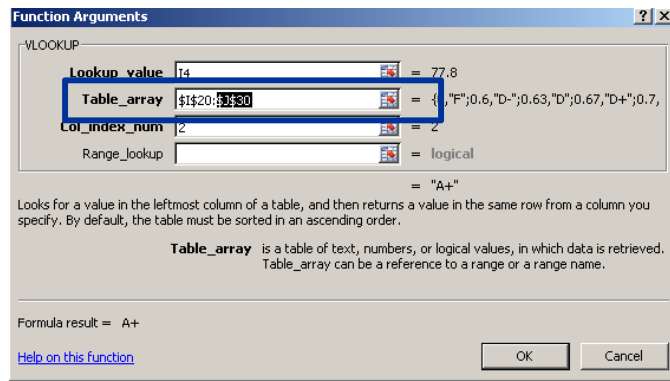
- 1. Open the **Gradebook Workbook**
- 2. Click in cell **J4**
- 3. Click the **Formulas** tab
- 4. Click the **arrow below Lookup and Reference**
- 5. Click **VLOOKUP**

VERTICAL LOOKUP



- 6. This open the **VLOOKUP Function Argument dialog box**
- 7. Click **Lookup Value**
- 8. Click **I4**

VERTICAL LOOKUP



Function Arguments

VLOOKUP

Lookup_value: I4 = 77.8

Table_array: \$I\$20:\$J\$30 = {"F";0.6;"D-";0.63;"D";0.67;"D+";0.7,

Col_index_num: 2 = 2

Range_lookup: = logical

= "A+"

Looks for a value in the leftmost 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 an ascending order.

Table_array is a table of text, numbers, or logical values, in which data is retrieved. Table_array can be a reference to a range or a range name.

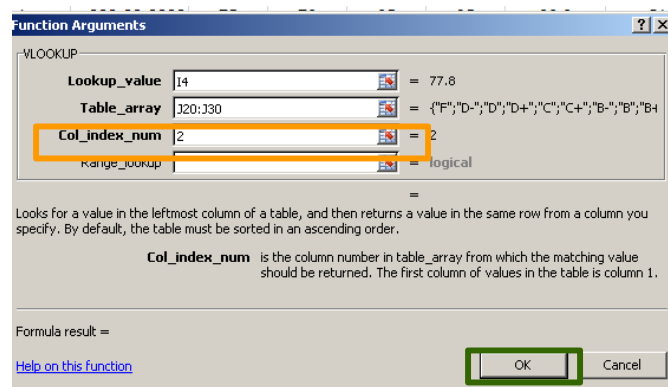
Formula result = A+

[Help on this function](#)

OK Cancel

- 1 Click **Table Array**
- 2 Click cell **I20 and drag down to J30**
- 3 Remember to click **F4** to set this array as an **Absolute Reference**

VERTICAL LOOKUP



Function Arguments

VLOOKUP

Lookup_value: I4 = 77.8

Table_array: J20:J30 = {"F";"D-";"D";"D+";"C";"C+";"B-";"B";"B+

Col_index_num: 2 = 2

Range_lookup: = logical

=

Looks for a value in the leftmost 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 an ascending order.

Col_index_num is the column number in table_array from which the matching value should be returned. The first column of values in the table is column 1.

Formula result =

[Help on this function](#)

OK Cancel

- 1 Click **Col_index_num**
- 2 Type **2** (You will be indexing 2 columns)
- 3 Click **OK**

VERTICAL LOOKUP

77.8	C+
94.2	A+
77.0	C+
63.0	D
85.2	B
82.0	B-
61.6	D-
80.0	B-
88.0	B+
75.2	C

Click **I4** and drag to copy the formula to all of the effected cells

Questions?

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