

# **EXERCISE**

1. What are macros?
2. Explain the exact match with an example.
3. Explain the approximate match with an example.
4. Can you use VLOOKUP for multiple tables?
5. How do you perform a horizontal lookup in Excel?
6. How will you fetch the current date in Excel?

# SOLUTIONS

## ANSWER-1

Excel allows you to automate the tasks you do regularly by recording them into macros. So, a macro is an action or a set of them that you can perform n number of times. For example, if you have to record the sales of each item at the end of the day, you can create a macro that will automatically calculate the sales, profits, loss, etc and use the same for the future instead of manually calculating it every day.

## ANSWER-2

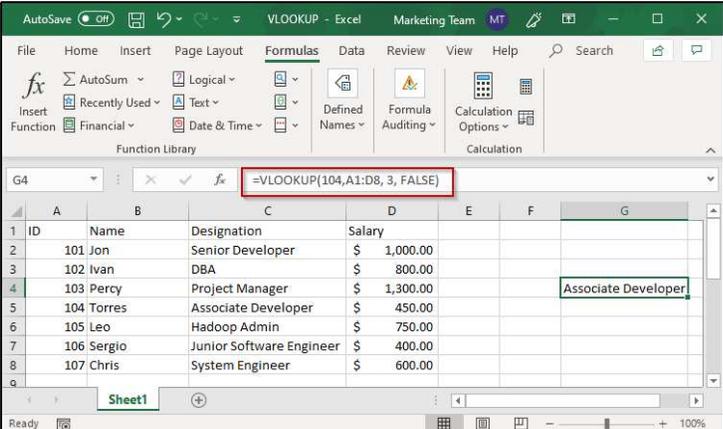
For an exact match, set the *range\_lookup* value as FALSE.

## **EXAMPLE:**

In case you want to look for the designation of an employee, follow the given steps:

- Select the destination cell and type “=”
- Use VLOOKUP
- Specify the **lookup\_value** (Here, it is the ID) along with the other parameters
- Set **range\_lookup** value to **FALSE**
- The function will be:  
=VLOOKUP(104, A1: D8, 3, FALSE)

As you can see, VLOOKUP has returned the designation of the employee having 104 as his ID.

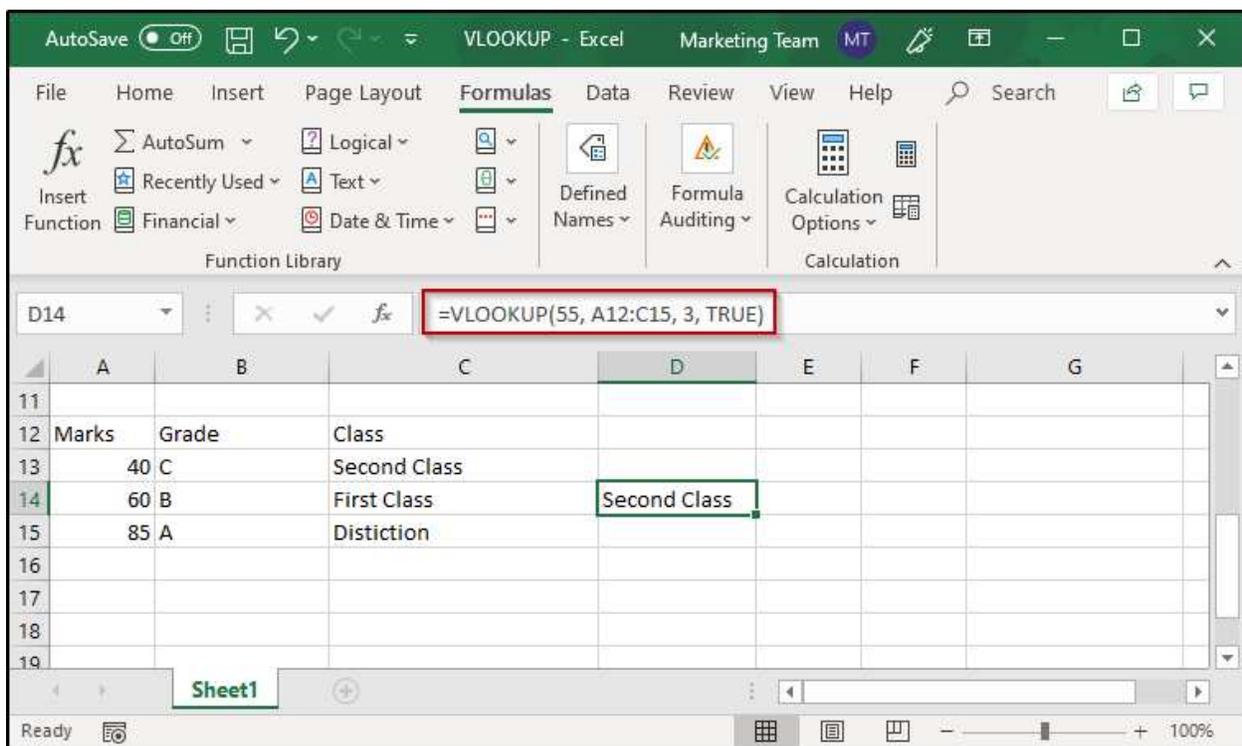


ID	Name	Designation	Salary
101	Jon	Senior Developer	\$ 1,000.00
102	Ivan	DBA	\$ 800.00
103	Percy	Project Manager	\$ 1,300.00
104	Torres	Associate Developer	\$ 450.00
105	Leo	Hadoop Admin	\$ 750.00
106	Sergio	Junior Software Engineer	\$ 400.00
107	Chris	System Engineer	\$ 600.00

### ANSWER-3

For an approximate match, VLOOKUP will fetch values when there are no exact matches of the given lookup\_value. For an approximate match, set the *range\_lookup* value to **TRUE**. Remember that the table must be sorted in ascending order for VLOOKUP to do an approximate match. So here, VLOOKUP basically starts to look for an approximate match of the given lookup value and then stops at a value that is next largest of the given lookup value. It then moves into that row to return the value from the column that has been specified.

The following image shows an example of an approximate match by VLOOKUP:



- Follow the same steps specified for exact match
- For the range\_lookup value, use TRUE
- The function will be: =VLOOKUP(55, A12: C15, 3, TRUE)

The lookup value is 55 and the next largest of the lookup value present in the first column is 40. Hence, the output is 'Second Class'.

## ANSWER-4

Yes, you can use VLOOKUP for multiple tables as well. In case you have two lookup tables, create named ranges for each table, and then use the IF function to select between each table based on some given condition. Click [here](#) to know more about this.

## ANSWER-5

To perform a horizontal lookup, you will have to make use of the HLOOKUP function.

### SYNTAX:

*HLOOKUP(lookup\_value, table\_array, row\_index\_num, [range\_lookup])*

here,

- **lookup\_value** gives the value to be looked out for
- **table\_index** is the range from where the data is to be taken
- **row\_index\_num** specifies the row from which you want to fetch the value
- **range\_lookup** is a logical value i.e **TRUE** or **FALSE** (**TRUE** will find the closest match; **FALSE** checks for exact match)

### EXAMPLE:

	A	B	C	D	E	F	G
12							
13	Name	City	Quantity	Amount			
14	Jon	Washington	23	\$ 250.00			
15	Ivan	Texas	24	\$ 300.00			
16	Percy	Chicago	25	\$ 400.00		Washington	
17	Torres	New York	26	\$ 500.00			
18	Leo	Washington	23	\$ 250.00			
19	Sergio	Texas	24	\$ 300.00			
20	Chris	Chicago	25	\$ 400.00			
21	Rafa	New York	26	\$ 500.00			
22	Mary	Washington	23	\$ 250.00			
23	Giff	Texas	24	\$ 300.00			
24							
25							

## ANSWER-6

You can make use of the TODAY function. This function will return the current date in the MS Excel date format.

### **SYNTAX:**

*TODAY()*

### **EXAMPLE:**

	A	B	C	D	E	F	G
27							
28	29-11-2019						
29							
30							
31							
32							