LESSON 10 SPREADSHEET Vlookup Table

In this lesson you will discover how the spreadsheet will permit you to determine quickly, values using a lookup table. This concept is used quite often in airports as well as in hospitals and schools. It is logical and very easy to comprehend.
Please watch the video prior to working on the lesson so you are able to complete this lesson easily.

1. **Go to the webpage for this course and download the spreadsheet and slide it to the left so you are able to upload it to your google sheet. I strongly recommend that you create a FOLDER called SPREADSHEETS.**
2. **Once you have the information on your computer the rest is quite easy to follow**
   a. Type in the names in Column A starting with cell A4 with your complete name. You may give yourself whatever points you wish for a grade.
   b. Type in all of the names first in column A. I have provided for you a list of names listed below. I have also listed some points for the first 5 people you may determine the points for the others.
   c. I have placed the equation in **Cell G3** to add the points. You only need to use a fill down to total up the people.
   d. The equation in cell G3 is: **=SUM(B3:F3)**
   e. I have set up the table for you in the Green Area. You will notice that the table is **I3 to J7**.
   f. In cell I have typed in the following equation for Vlookup. Look carefully at how it is set up.
   g. =VLOOKUP(G4,$I$3:$J$7,2)
   h. The variable G4 will change as you do the fill down relative to each row.
   i. The $ dollar signs stand for absolute and will not change the variable it is in front of. So J3 and J7 will remain the same.
   j. The 2 at the end tells the table there are two columns to this table
   k. Show me your lesson when done as at this point in time I cannot printout a hard copy.
   l. Please look over your equations carefully. The Vlookup is very easy to make a mistake on.
   m. This is a powerful took and will for sure present to you a larger data technology footprint.

	A	B	C	D	E	F	G	H	I	J
1	Name		Assignments				Total Points	Grade	Table	
2		Lab 1	Lab 2	Lab 3	Lab 4	Lab 5			Points	Grades
3		10	20	20	15	35	100		0	FAILURE
4	Your Name						0	FAILURE	60	POOR
5	Terry Daktul	10	10	20	15	35	90	EXCELENT	70	AVERAGE
6	Andrea Dorea	10	15	15	5	35	80	VERY GOOD	80	VERY GOOD
7	Morris Kode	10	18	18	15	17	78	AVERAGE	90	EXCELENT
8	Clark Barr	10	20	0	6	25	61	POOR		
9	Clark Kent	10	20	20	15	33	98	EXCELENT		
10	Celine Dion	10	15	14	15	23	77	AVERAGE		
11	Madonna	10	20	12	12	35	89	VERY GOOD		
12	Perry Como	10	20	18	15	35	98	EXCELENT		
13	Michael Jackson	10	10	19	11	30	80	VERY GOOD		
14	Taylor Swift	10	20	20	15	35	100	EXCELENT		
15										