LESSON 11 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&B starting with cell A2 with your complete name. You may give yourself whatever DOB and age you want.
   b. Type in a friends name with the information also and then the rest of the names listed below with all the information. 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.
   c. I have set up the table for you in the Green Area. You will notice that the table is **H2 to I6**.
   d. In cell E2 you need to type in the equation **=VLOOKUP(D2,$H$2:$I$6,2)**
   e. The variable D2 will change as you do the fill down relative to each row.
   f. The $ dollar signs stand for absolute and will not change the variable it is in front of. So H2 and I6 will remain the same.
   g. The 2 at the end tells the table there are two columns to this table
   h. Show me your lesson when done as at this point in time I cannot printout a hard copy.
   i. Please look over your equations carefully. The Vlookup is very easy to make a mistake on.
   j. 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	First	Last	DOB	Age	Segment			Age	Label	
2	YOU	YOU	10/27/2003	15	YOUNG ADULT			15	YOUNG ADULT	
3	Friend	Friend	2/14/2002	16	YOUNG ADULT			21	MATURE	
4	Geneva	Allen	6/6/1990	28	MATURE			40	OLDER	
5	Silvia	Walsh	5/30/1983	35	MATURE			60	MIDDLE AGE	
6	Katrina	Rodriquez	12/23/2001	17	YOUNG ADULT			70	SENIOR	
7	Sandy	Day	7/24/1973	45	OLDER					
8	Dallas	Roberts	6/12/1952	66	MIDDLE AGE					
9	Jamie	Harrington	8/22/1958	60	MIDDLE AGE					
10	Jermaine	Shelton	10/23/1977	40	OLDER					
11	Freddie	Baker	2/27/1947	71	SENIOR					
12										