

RULES FOR VLOOKUP

- You must have a unique key *(column with no repeats)*
- The key must reside in the left-most column of the data
- The data must be sorted ascending by the unique key

VLOOKUP STRUCTURE

=VLOOKUP (What do you want to look up? ; What do you want to look it up in? ; If found, what do you want to send back?)

=VLOOKUP (A2 , BK_Menu , 2)

=VLOOKUP (A2 , BK_Menu , 2 , False)

RULES FOR *H*LOOKUP

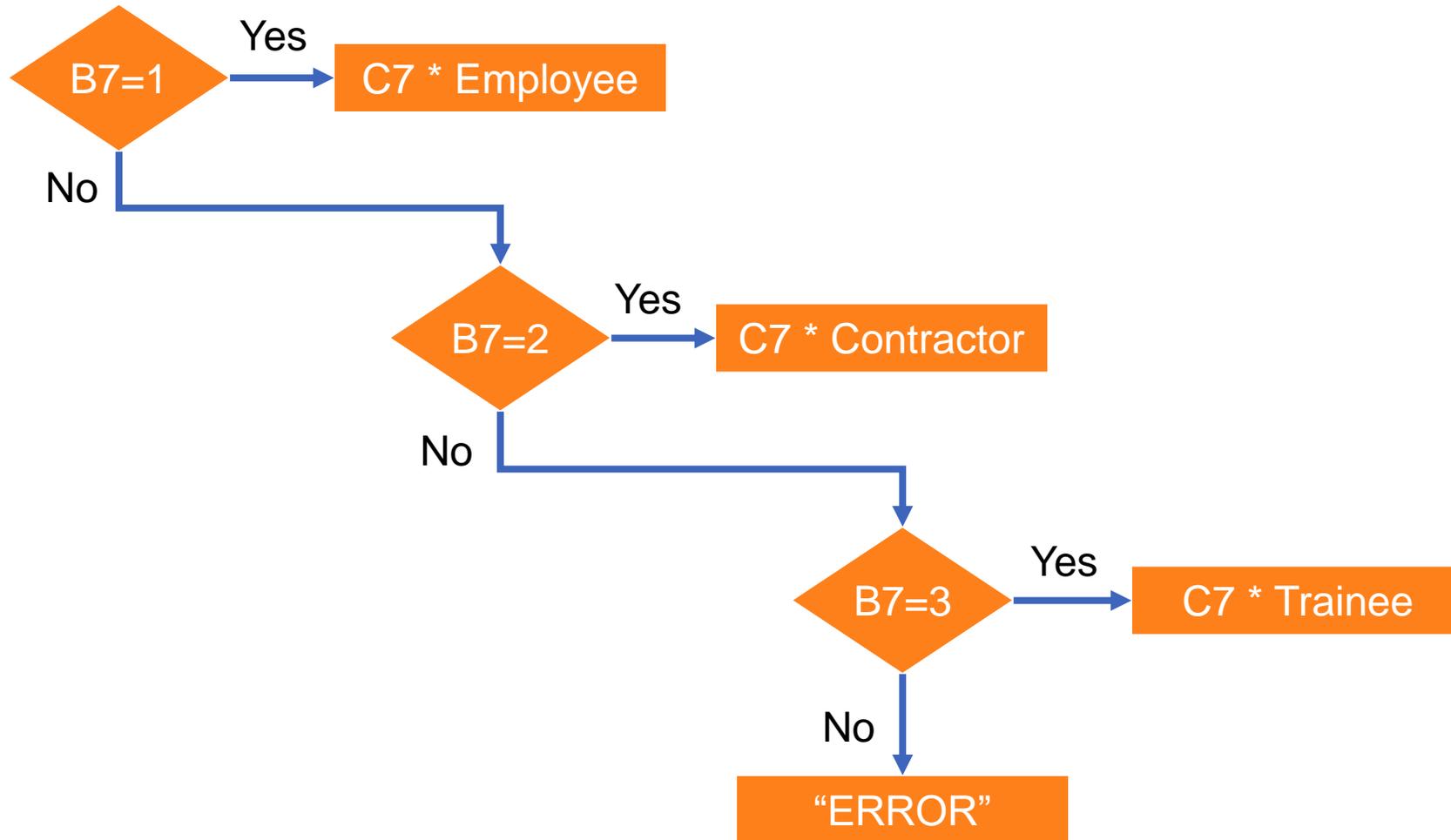
- You must have a unique key *(row with no repeats)*
- The key must reside in the *top-most row* of the data
- The data must be sorted ascending by the unique key

IF STATEMENT STRUCTURE

=IF (Logical Test
(T/F) , What to do if
it's TRUE , What to do if
it's FALSE)

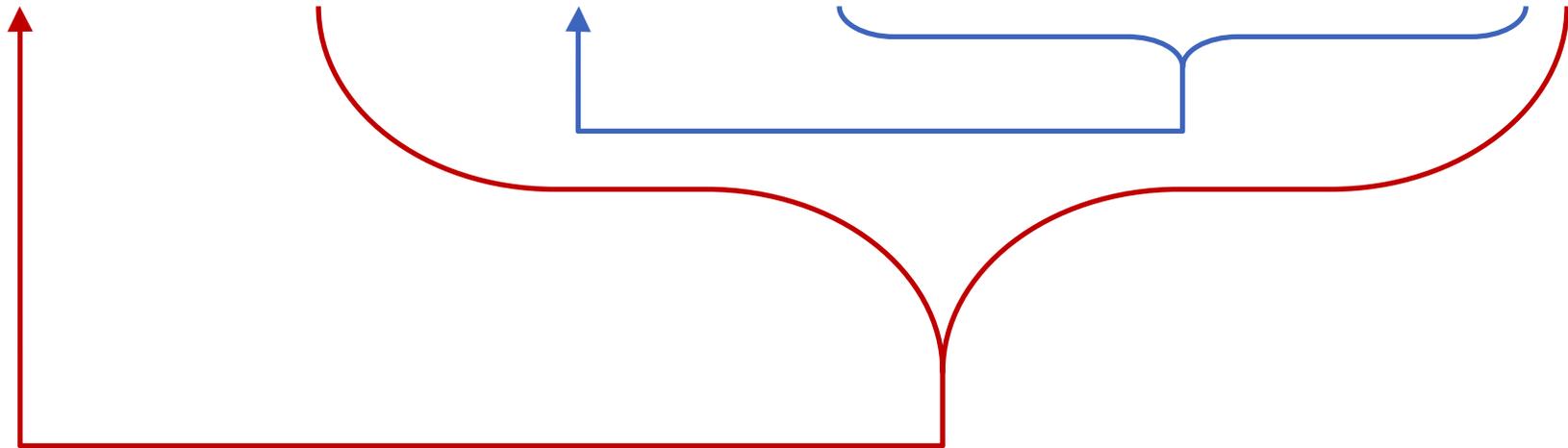
=IF (B7=1 , C7*Employee , "No Pay")

NESTED IF STATEMENT



NESTED IF STATEMENT

= IF (B7=1, C7*Employee, IF (B7=2, C7*Contractor, IF (B7=3, C7*Trainee, "ERROR")))



RULES FOR AND

- You can apply up to 255 logical tests
- Each test is evaluated separately as True or False
- The overall evaluation of True or False is given to an IF Statement

RULES FOR AND

Logical Test 1	Logical Test 2	Overall Evaluation
True	True	True
True	False	False
False	True	False
False	False	False

RULES FOR OR

- You can apply up to 255 logical tests
- Each test is evaluated separately as True or False
- The overall evaluation of True or False is given to an IF Statement

RULES FOR OR

Logical Test 1	Logical Test 2	Overall Evaluation
True	True	True
True	False	True
False	True	True
False	False	False