



## 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

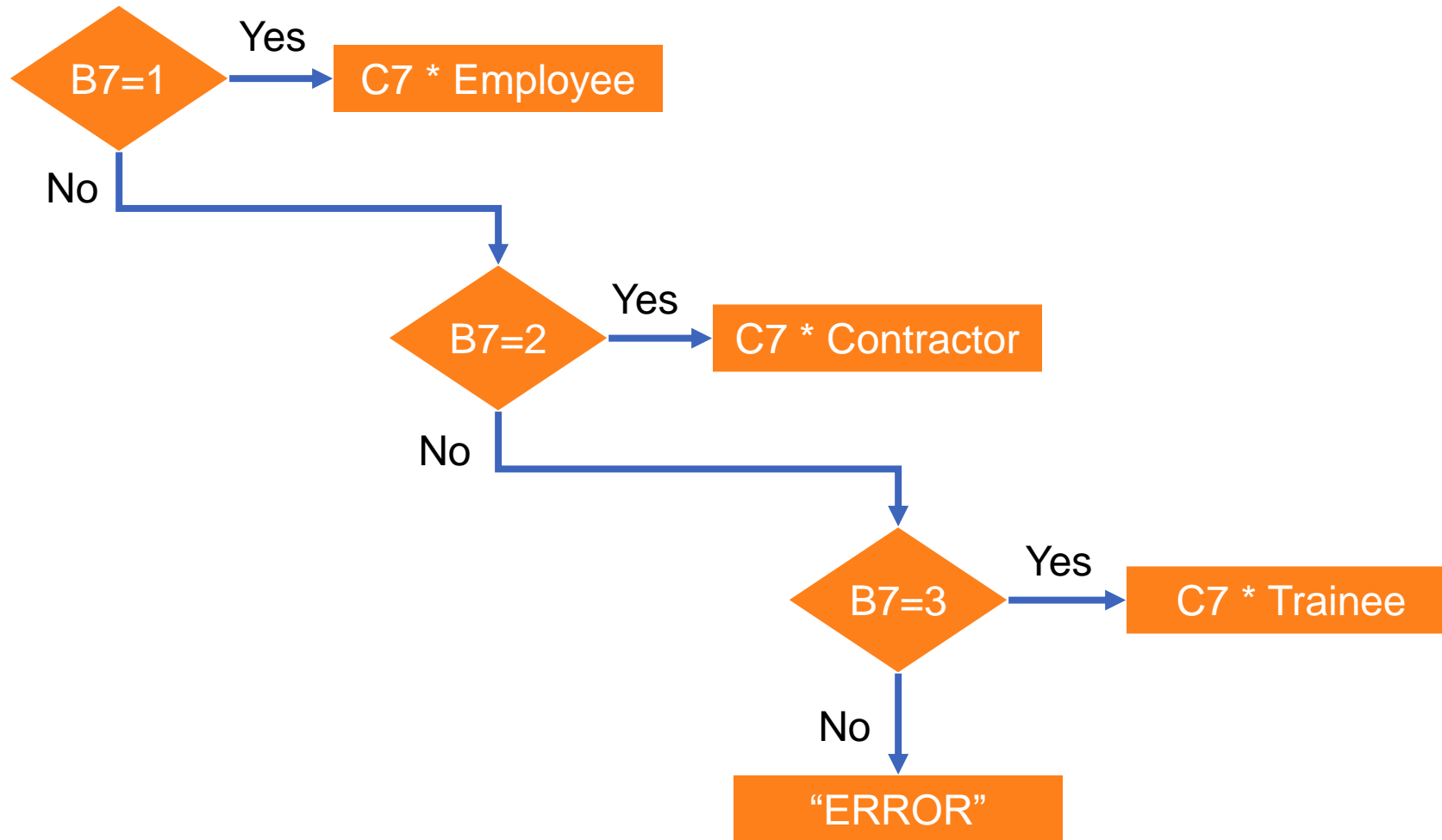
- You must have a unique key *(row with no repeats)*
- The key must reside in the *top-most row* of the data
- The data must be sorted ascending by the unique key

# IF STATEMENT STRUCTURE

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

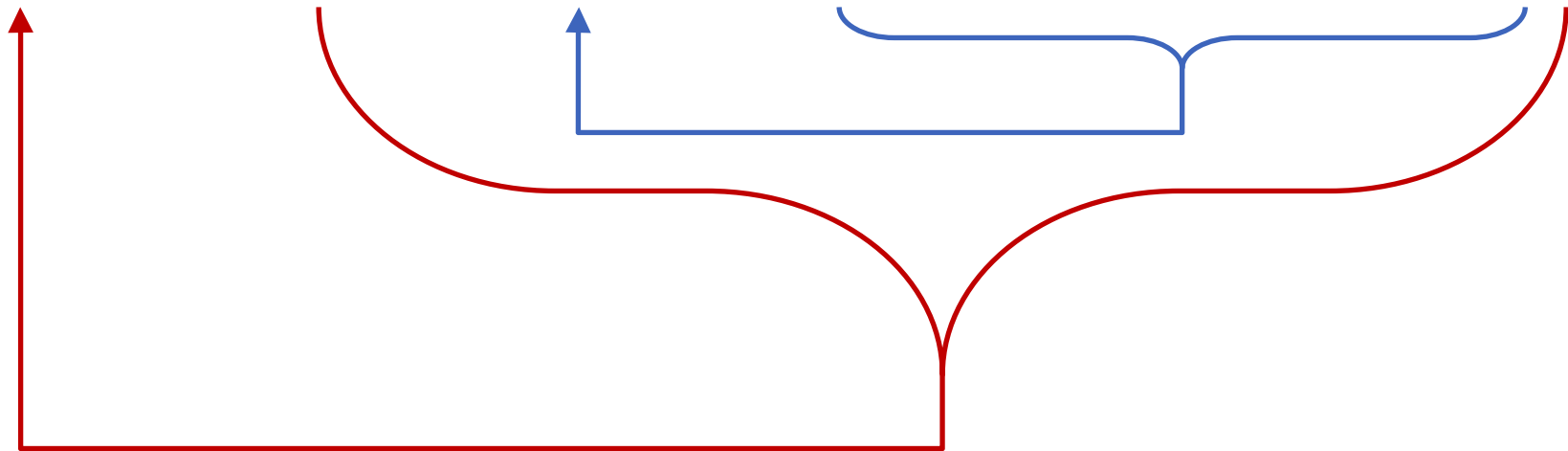
=IF ( B7=1 , C7\*Employee , "No Pay" )

# 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