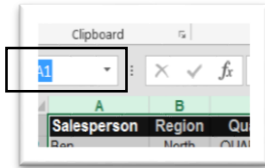


Improving VLOOKUP with a Named Range

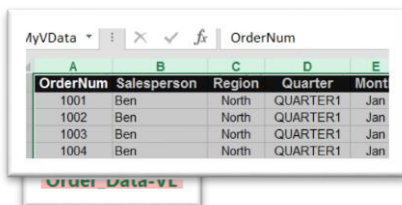
Vlookup is already one of the most commonly used lookup functions, but having you been going about it the hard way?

- A **VLOOKUP** is a lookup function that scans vertical data for a particular value, and then displays from that row the value from a particular column.
- A **Named Range** refers to an array of data by a meaningful nickname rather than the alphanumeric location.
- A **Named Range** serves as a bookmark for your data and can be used in formulas to select a range.



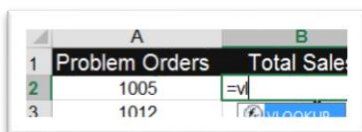
Before beginning your **VLOOKUP**, go to the range that you would be using for the **Table Array**, and highlight the selection. Click inside of the **Name Box** and enter a name for the range and then press **Enter**.

2 Rules for naming a range: The name cannot start with a number and cannot contain any spaces.



TIP: If you need to rearrange the layout of your data, be sure and do it before naming the range.

Once the range is named, try typing the function manually rather than using the **Function Wizard**, and remember that once you see the name that you are looking for appear in the index, press **Tab** to select.



The combination of applying a named range and typing the function rather than using the function wizard reduces the number of clicks and steps necessary to complete the **VLOOKUP**.

TIP: *If you start from an Official Table (**CTRL T**), then the range is automatically named as "Table 1". You can change the name if desired, and if ever data is added to the table, you would not need to rename the range.*