VBk Practical Mathematics and Microsoft Excel Course

Menus & VLOOKUP

WINCHESTER COLLEGE

Menus are a useful feature in Excel if you want a user to choose an input from a finite set of responses. These responses may need to be spelled correctly, as they may well link (via VLOOKUP) to a table which will automatically populate other cells. Hence a menu rather than a 'free text field' is a very good idea.

Select the **Data Validation** button and choose **List** from the range of options

Select a cell which you want to be a menu item.

If the **List** option is selected, you will be asked for the **Source** of the table which constitutes the menu options. You can type this or use the button on the right of the box to drag and select cells.

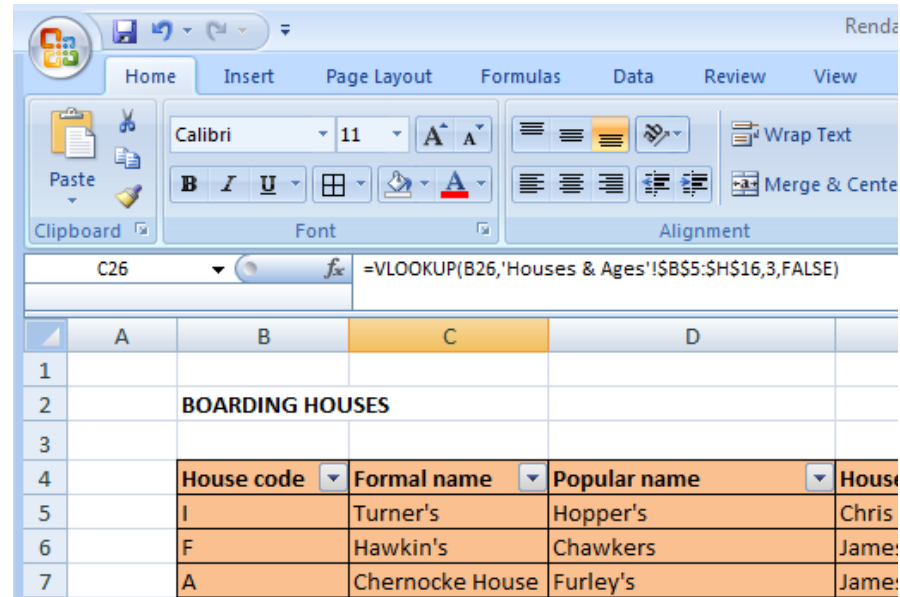The name in **'... '!** is the name of the worksheet. The code **$B$5:$B$16** defines a fixed array between cells **B5** and **B16**. The dollar sign forces this *not* to change if another menu cell is added somewhere else.

='Houses & Ages'!$B$5:$B$16

House code

A
D
E
X
C

```
A
D
K
E
X
C
B
G
-
```

Cells can be copied to create a table. Clicking on each cell will bring up a menu, from which the user can make a selection.

Now let's use **VLOOKUP** to automatically populate cells depending on the menu item chosen.

In this example the code is:

= VLOOKUP(B26,'Houses & Ages'!$B$5:$H$16,3,FALSE)

This means: " based on data table B5 to H16 in worksheet 'Houses & Ages', give me column 3 of this *array* which is an *exact match* to the column 1 entry, which corresponds to the content of cell B26."

For VLOOKUP to work, column 1 of the VLOOKUP array must be correspond to the menu items.

Renda

Home | Insert | Page Layout | Formulas | Data | Review | View

Calibri | 11 | A A

Paste | B I U | Wrap Text

Clipboard | Font | Alignment | Merge & Cente

C26 | fx | =VLOOKUP(B26,'Houses & Ages'!$B$5:$H$16,3,FALSE)

	A	B	C	D
1				
2		BOARDING HOUSES		
3				
4		House code	Formal name	Popular name	House
5		I	Turner's	Hopper's	Chris
6		F	Hawkin's	Chawkers	James
7		A	Chernocke House	Furley's	James
			Bramston's	Trant's	John
			Fearon's	Kenny's	Matth
			Kingsgate House	Beloe's	Mark
			Morshead's	Freddie's	Jamie
			College	College	Ian Fr
			Du Boulay's	Cook's	Liam
			Moberly's	Toye's	Patric
			Sergeant's	Phil's	David
			-	-	-

		A	B	C	D
17				
18				
19			Age categories	Birth dates
20			Junior	born after 1.9.98
21			Intermediate	born after 1.9.97 but before 1.9.98
22			Senior	born on or before 1.9.97
23			-	-
24				
25			House code	Popular name	Housemaster
26			A	Furley's	
27			D		
28			E		

Copy and paste the **VLOOKUP** cell to automatically populate a table.

Note the **$** sign is omitted from the first argument of VLOOKUP. This means **B26** will automatically become **B30** as the cells are 'replicated down' or pasted.

	A	B	C	D	E
1					
2		BOARDING HOUSES			
3					
4		House code	Formal name	Popular name	Housemaster
5		I	Turner's	Hopper's	Chris Good
6		F	Hawkin's	Chawkers	James Hodgins
7		A	Chernocke House	Furley's	James Fox
8		H	Bramston's	Trant's	John Cullerne
9		D	Fearon's	Kenny's	Matthew Winter
10		K	Kingsgate House	Beloe's	Mark Romans
11		E	Morshead's	Freddie's	Jamie McManus
12		X	College	College	Ian Fraser
13		C	Du Boulay's	Cook's	Liam Taylor
14		B	Moberly's	Toye's	Patrick Herring
15		G	Sergeant's	Phil's	David Yeomans
16		-	-	-	-
17					
18					
19			Age categories	Birth dates	
20			Junior	born after 1.9.98	
21			Intermediate	born after 1.9.97 but before 1.9.98	
22			Senior	born on or before 1.9.97	
23			-	-	
24					
25		House code	Popular name	Housemaster	
26		A	Furley's	James Fox	
27		D	Kenny's	Matthew Winter	
28		E	Freddie's	Jamie McManus	
29		X	College	Ian Fraser	
30		C	Cook's	Liam Taylor	
31		A	Furley's	James Fox	
32		A	Furley's	James Fox	
33		A	Furley's	James Fox	
34					
35					

= **VLOOKUP(B26,'Houses & Ages'!$B$5:$H$16,4,FALSE)**

= **VLOOKUP(B30,'Houses & Ages'!$B$5:$H$16,4,FALSE)**

If **TRUE** is chosen, the match will be the *nearest*, but perhaps not an exact match. Use with caution!