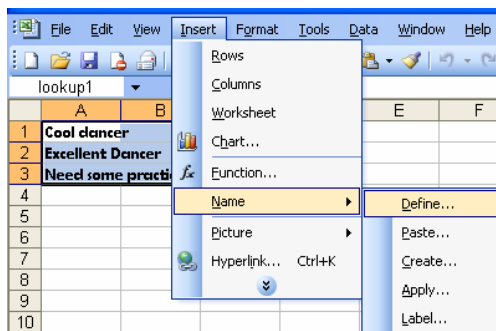


Step by step of look-up



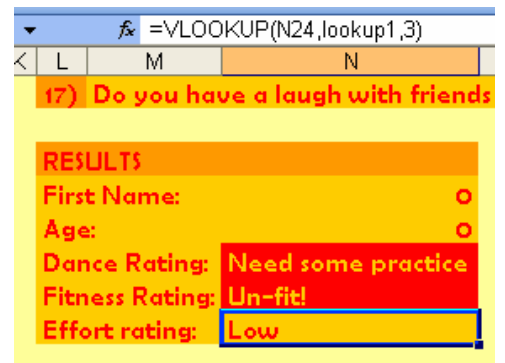
I added a new worksheet and renamed it lookups. I wrote cool dancer, excellent dancer and need some practice then high medium and low in column 2.

Cool dancer	Medium
Excellent Dancer	High
Need some practice	Low



I highlighted my information and went on insert, name then gave the box a name.

I added a section 'effort rating' in my results table and added my VLOOKUP.



My results.

RESULTS	
First Name:	Jess Drummee
Age:	14
Dance Rating:	Excellent Dancer
Fitness Rating:	Fit
Effort rating:	High

Testbuddies results.

RESULTS	
First Name:	vicky
Age:	14
Dance Rating:	Cool dancer
Fitness Rating:	Super Fit!!!
Effort rating:	Medium