

VLOOKUPS

To get a higher mark and make my quiz better, I have used a tool called VLOOKUPS. To do this, added a new worksheet to my quiz and named it vlookups. The next steps will explain in more detail.

1. Making the Table

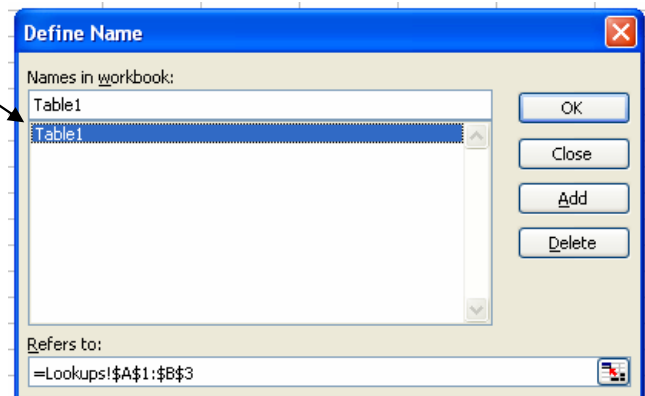
In my vlookups sheet I wrote what would match up to my effort rating codes.

- If K52>8, it states "Good"
- If K52>4, it states "OK"
- If K52<=4, it states "Poor"

In my table, I wrote the statements and next to them which effort rating code they would match up to.

After that, I then highlighted the table, clicked Insert, Name, Define and then gave it the name Table1.

	A	B	C
1	GOOD	HIGH	
2	OK	MEDIUM	
3	POOR	LOW	
4			



2. Sorting my table

I high lighted my table, clicked data then sort, and sorted it by ascending.

3. Adding the formula

Before I added the formula, I had to add an extra box below my fitness code answer. Then, in the cell, I added the formula

"=VLOOKUP(K53,Table1,2)"

K53(cell number),Table1 (table name) and 2(column number).

Here is my test buddy's and my results. We both had a fitness code of OK, so our effort rating was Medium.

FITNESS CODE	OK
Effort Rating	MEDIUM

FITNESS CODE	OK
Effort Rating	MEDIUM