

Quadrant II – Transcript and Additional Materials

Programme: B.Com.

Subject: Computer Science

Paper Code: CSG105

Paper Title: Computer Application I

Unit: II

Module Name: Spreadsheet functions: Lookup and reference

Module No: 23

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Glossary of words:

Vlookup: stands for “vertical lookup”

Hlookup in excel stands for “Horizontal lookup”.

lookup_value: A value that **LOOKUP** searches for in the first vector.

Lookup_value can be a number, text, a logical value, or a name or reference that refers to a value.

lookup_vector Required. A range that contains only one row or one column. The values in **lookup_vector** can be text, numbers, or logical values.

result_vector: A range that contains only one row or column. The **result_vector** argument must be the same size as **lookup_vector**. It has to be the same size.

ADDRESS: Returns a reference as text to a single cell in a worksheet

AREAS : Returns the number of areas in a reference

HLOOKUP : Searches for a value in the top row of a table and then returns a value in the same column from a row you specify in the table

HYPERLINK: Creates a shortcut that opens a document on your hard drive, a server, or the Internet

LOOKUP: Returns a value either from a one-row or one-column range or from an array

VLOOKUP: Searches for a value in the leftmost column of a table and then returns a value in the same row from a column you specify in the table

Spreadsheet: The computerized equivalent of a ledger that is a grid of rows and columns enabling users to organize data, recalculate formulas when any changes in data are made, and make decisions based on quantitative data.

Syntax: The set of rules by which the words and symbols of an expression are correctly combined.

Table: An area in a worksheet that contains rows and columns of similar or related information.

Array : A range of cells that contains text, numbers, or logical values that you want to compare with lookup_value.

Value: Number entered in a cell that represent a quantity, an amount, a date, or time.

Cell reference: The set of coordinates that a cell occupies on a worksheet. For example, the reference of the cell that appears at the intersection of column B and row 3 is B3.

Formula bar: A bar at the top of the Excel window that you use to enter or edit values or formulas in cells or charts. Displays the constant value or formula stored in the active cell.

Relative reference: In a formula, the address of a cell based on the relative position of the cell that contains the formula and the cell referred to. If you copy the formula, the reference automatically adjusts. A relative reference takes the form A1.

Lookup table: The table that Excel searches using a lookup function.

Lookup value: The location in a table that represents the cell containing the value to look up the result in a table.

Relative cell reference: A cell reference that changes relative to the direction in which the formula is being copied.

Possible misconceptions/words:

Case Studies and Additional Examples/Illustrations: