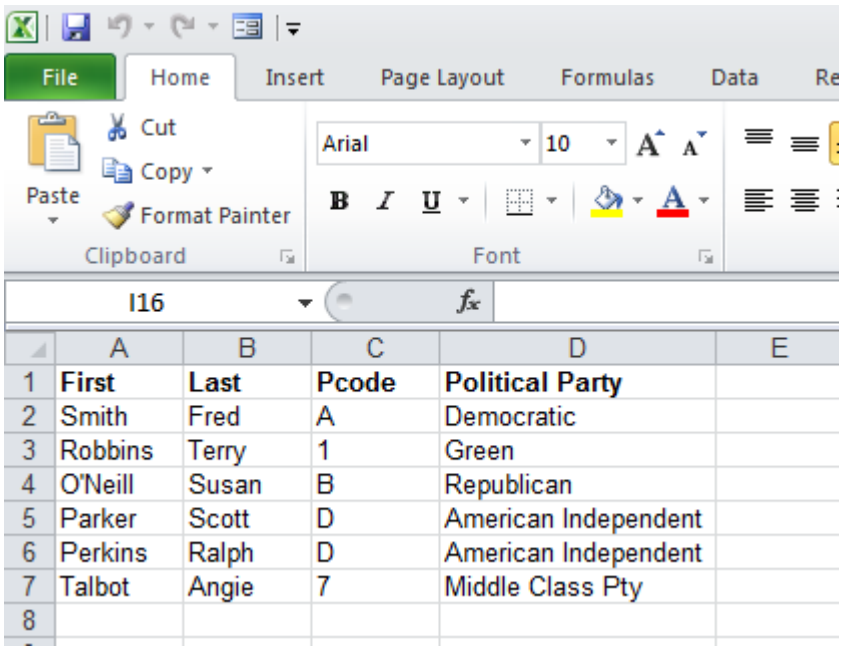
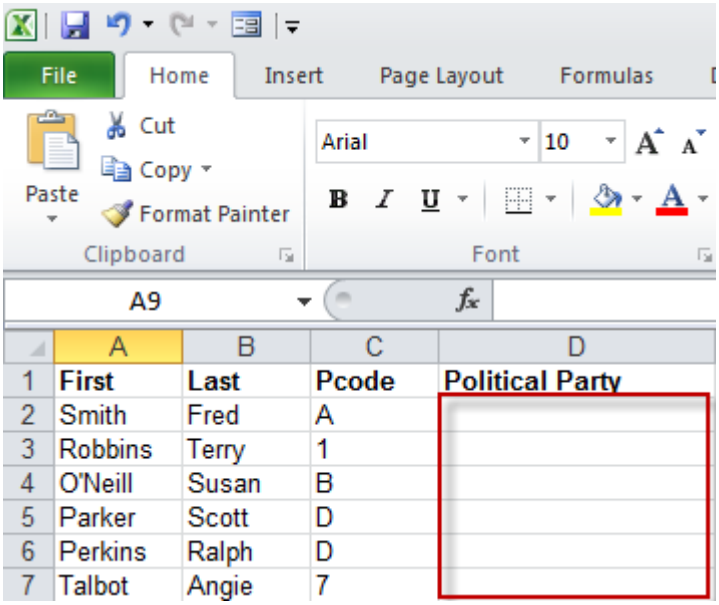
~~2.~~ Open the sample file you downloaded from above in Excel.



	A	B	C	D	E
1	**First**	**Last**	**Pcode**	**Political Party**	
2	Smith	Fred	A	Democratic	
3	Robbins	Terry	1	Green	
4	O'Neill	Susan	B	Republican	
5	Parker	Scott	D	American Independent	
6	Perkins	Ralph	D	American Independent	
7	Talbot	Angie	7	Middle Class Pty	
8					

The workbook will have 2 sheets at the bottom: **Voters** and **Party Codes.** The first sheet is a listing of registered voters and the second contains names of political parties.

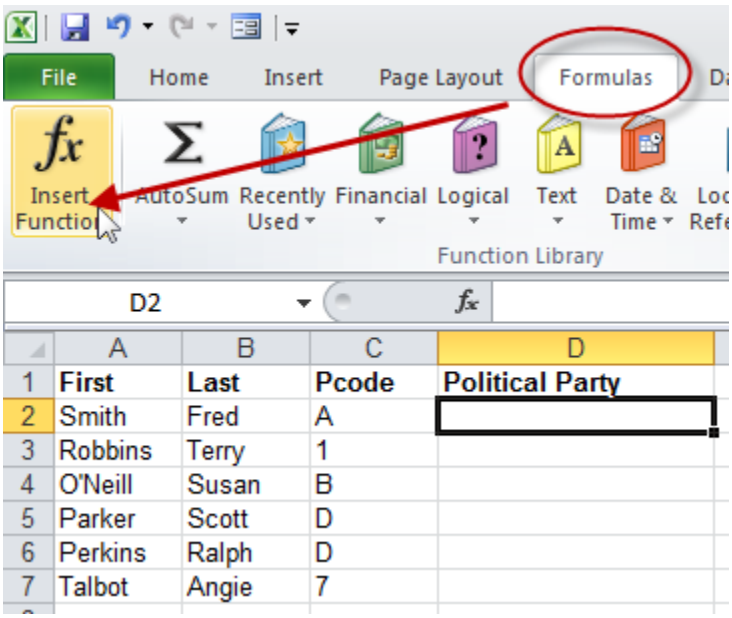
3. Delete the cell entries for D2:D7 because we will be rebuilding the formula.



	A	B	C	D
1	**First**	**Last**	**Pcode**	**Political Party**
2	Smith	Fred	A	
3	Robbins	Terry	1	
4	O'Neill	Susan	B	
5	Parker	Scott	D	
6	Perkins	Ralph	D	
7	Talbot	Angie	7	

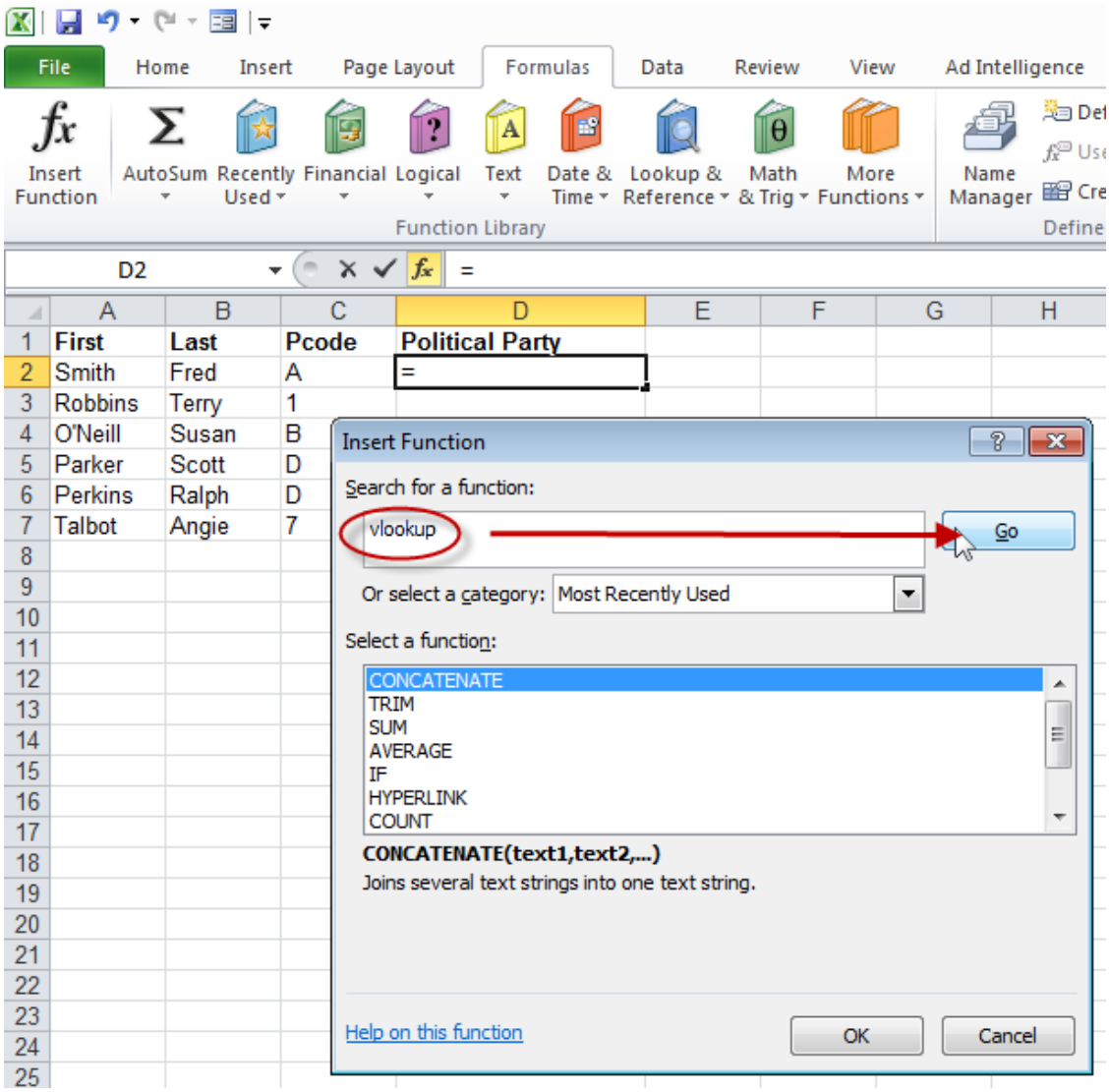
Note: You can keep the column header "Politcal Party".

4. Place your cursor in cell D2. Click the Formulas tab and select Insert Function.

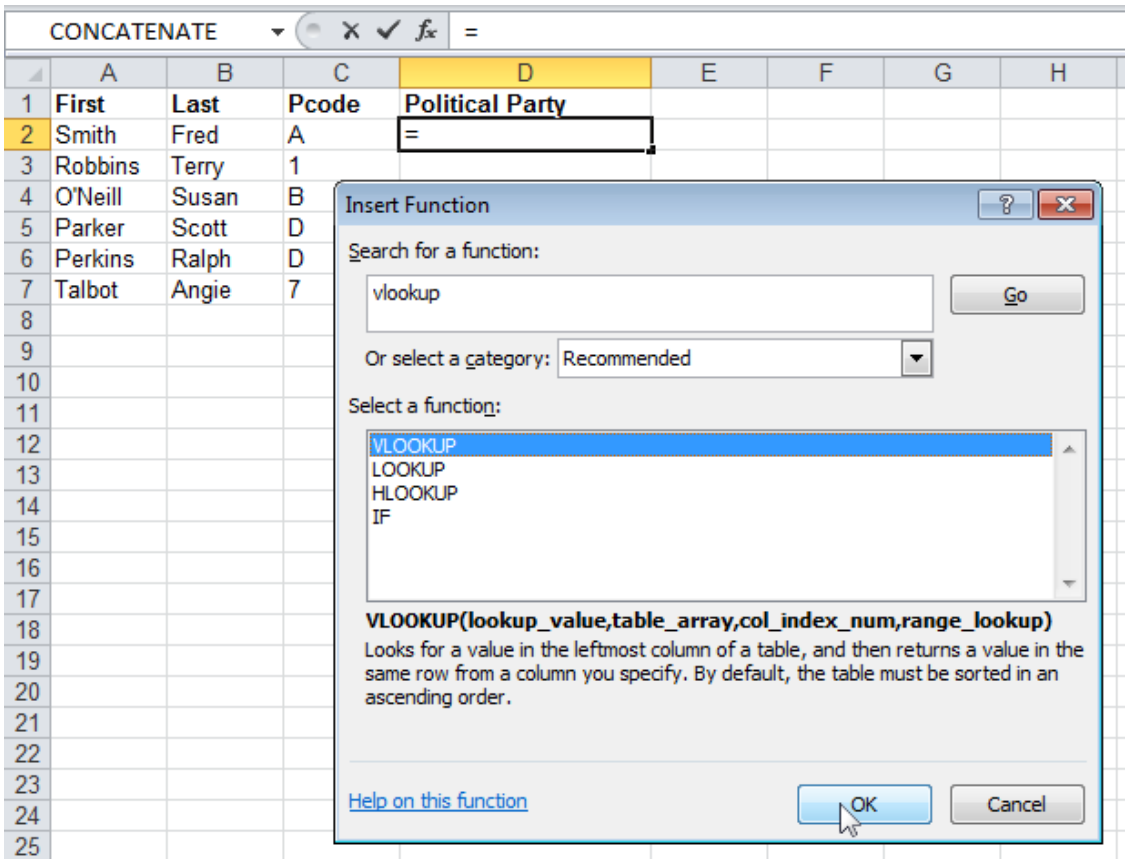


	A	B	C	D
1	**First**	**Last**	**Pcode**	**Political Party**
2	Smith	Fred	A	
3	Robbins	Terry	1	
4	O'Neill	Susan	B	
5	Parker	Scott	D	
6	Perkins	Ralph	D	
7	Talbot	Angie	7	

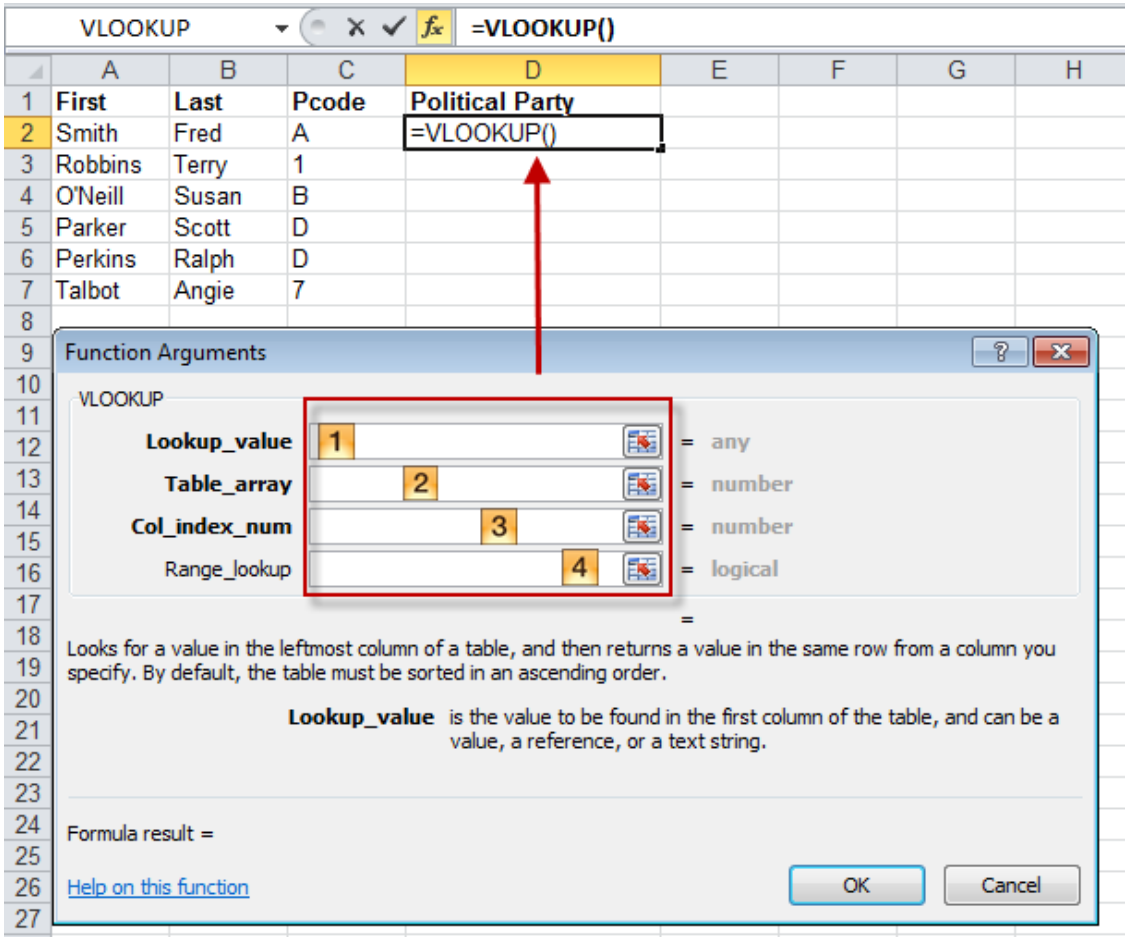
5. In the Search for a function: text box type "vlookup" and click the Go button.



6. Highlight VLOOKUP and click OK.

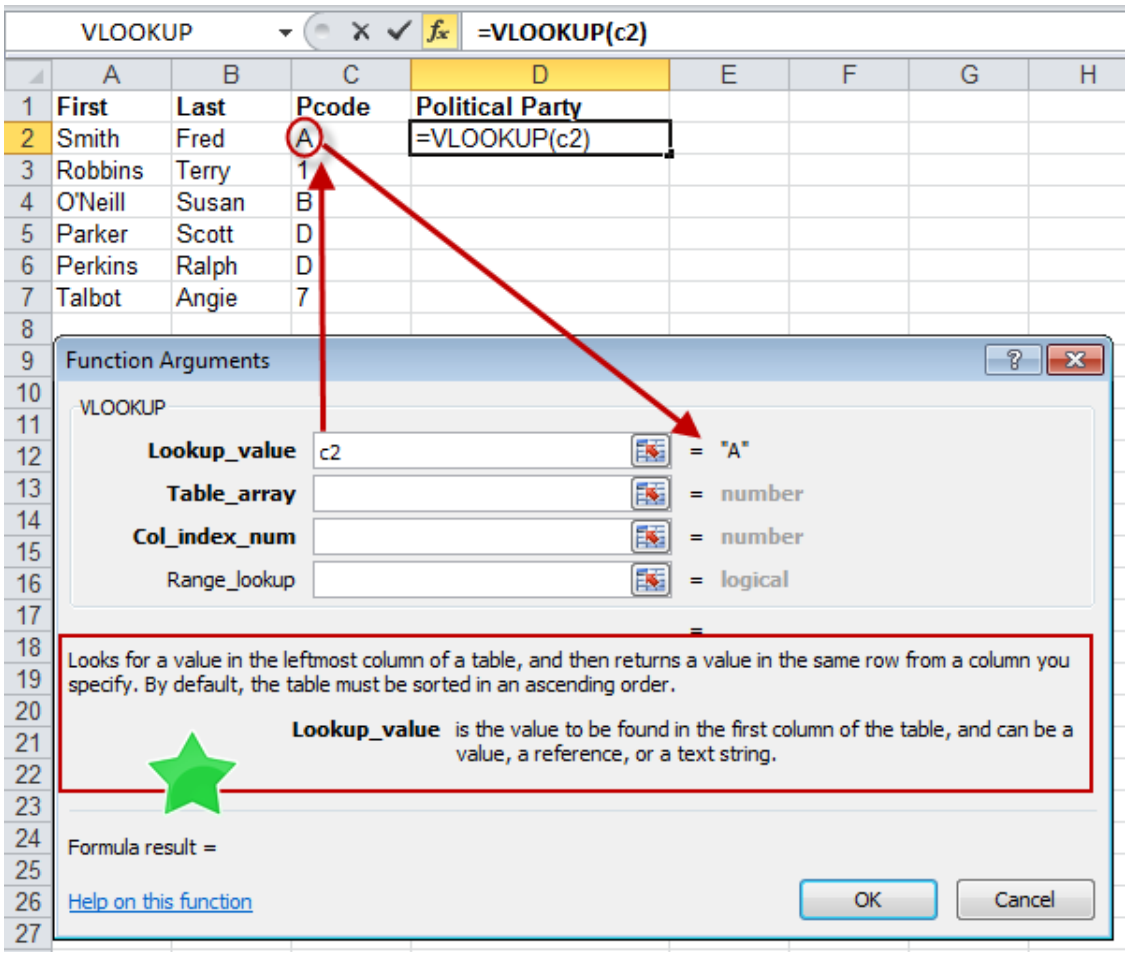


7. Now we will create the VLOOKUP formula that will translate the "A" Pcode in cell C2 to the description found from the Party Codes worksheet.



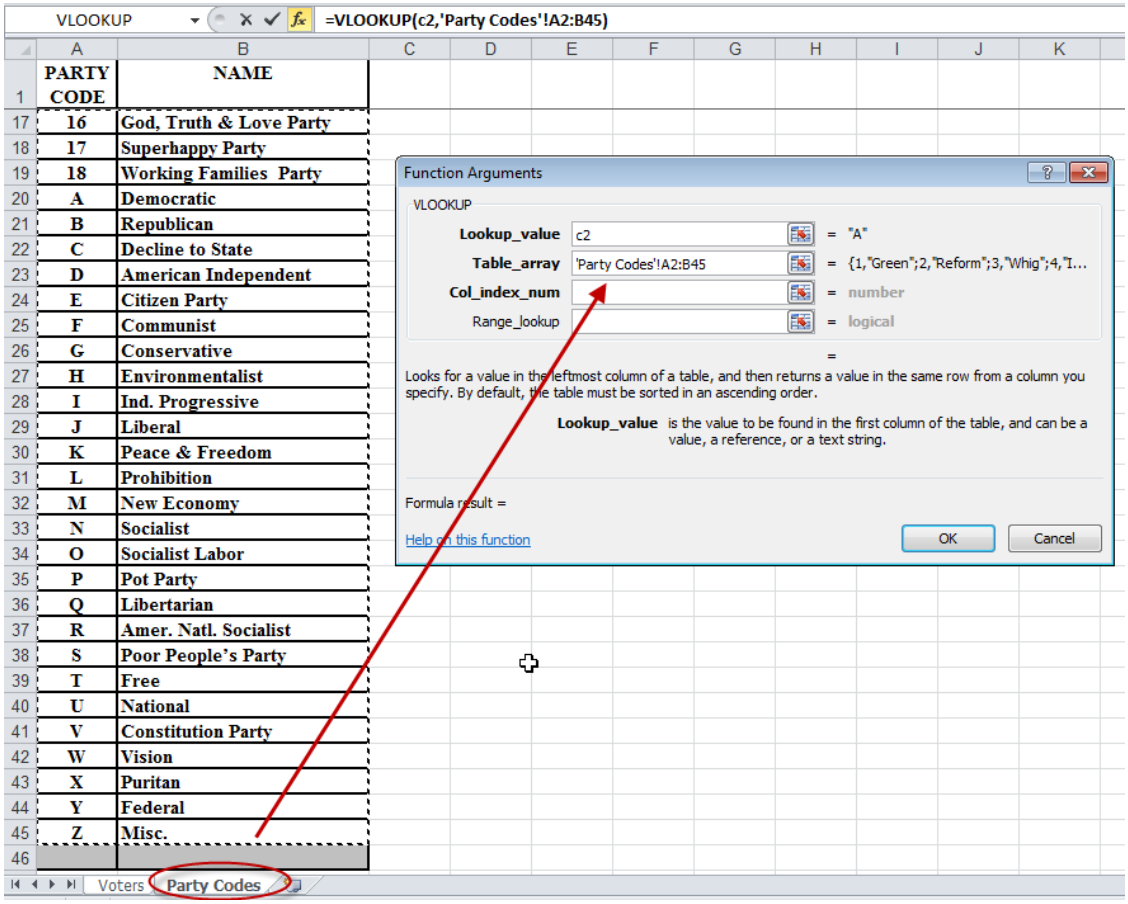
Note: VLOOKUP relies on 4 function arguments which are numbered above. The last item, Range_lookup [4] is optional and can be blank.

8. In the Lookup_value text box, type "C2"



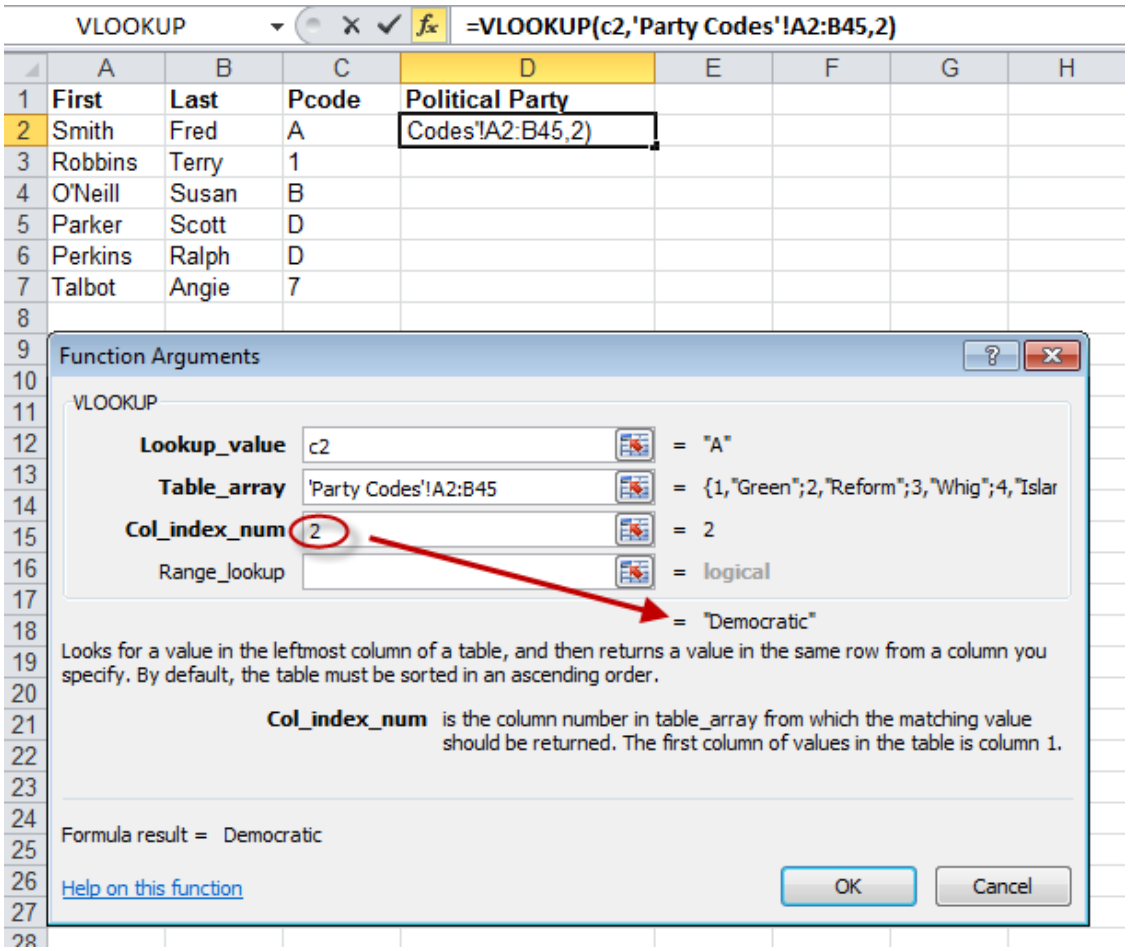
In this step, we're asking excel to look up the contents of cell "c2". Notice how Excel displays the cell's value of "A" to the right of the text box. This helps you check your entries. Also, note in the red boxed area with the green star that Excel provides some info about the function argument.

9. In the Table_array text box, select the area Excel should use to find the description. Click the Party Codes worksheet and highlight the range A2:B45.



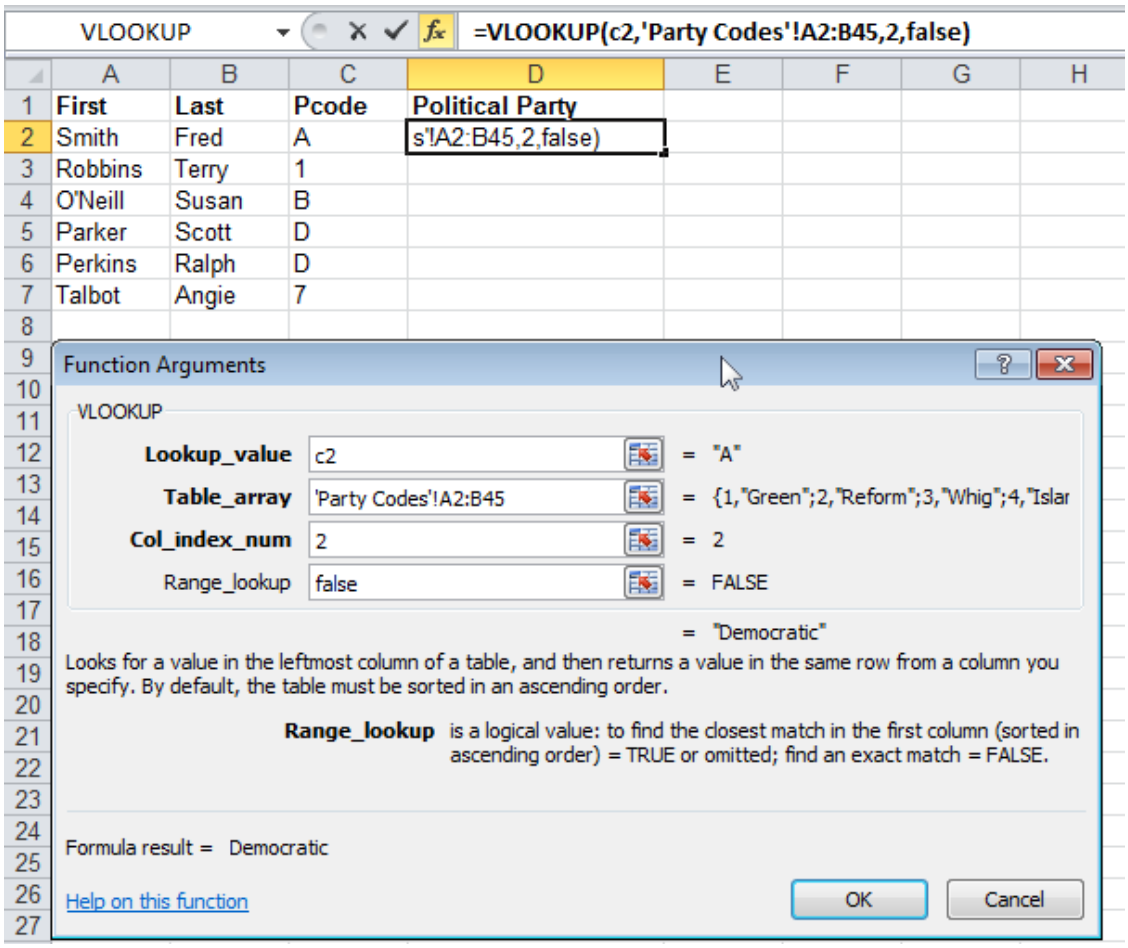
Notice how Excel adds the worksheet name and range as you highlight an area.

10. In the Col_index_num field, type "2". This is our index column from the Party Codes worksheet that contains the descriptions of the political parties.



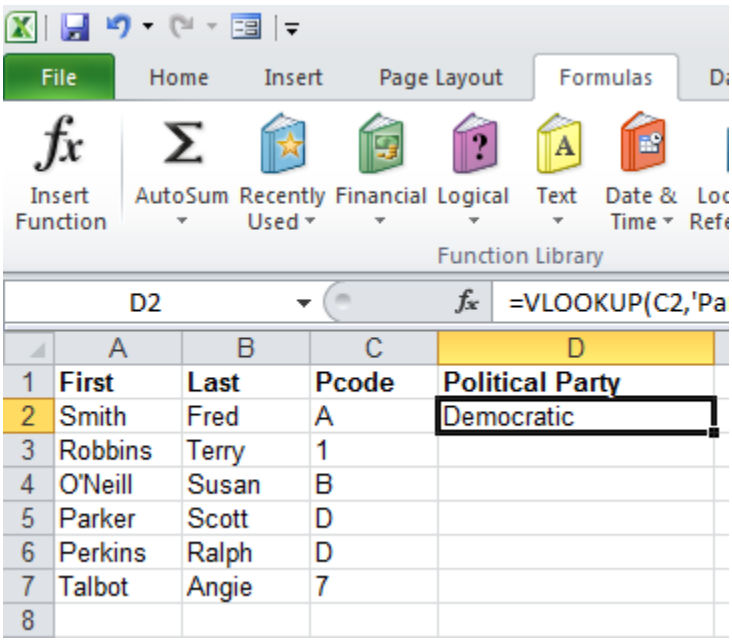
As before, Excel builds the cell's formula as we add the function arguments and shows the value it read. For the cell C2, Excel is saying the Pcode of "A" translates to "Democratic"

11. In the Range_lookup, type "false" as we want exact matches.



Note: Excel also provides tips for the function arguments below the text boxes.

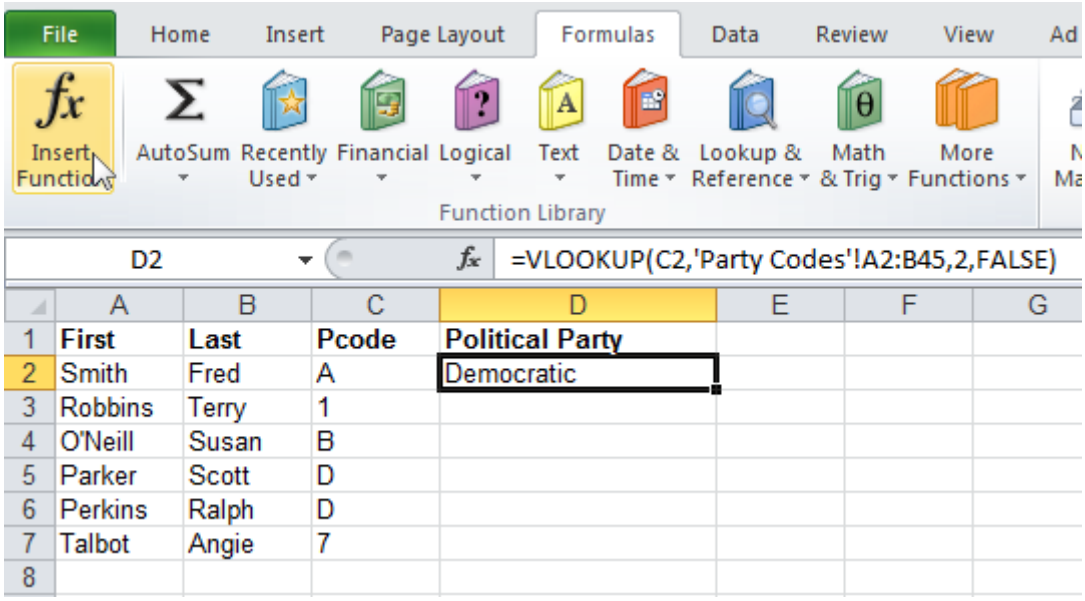
12. Click OK



	A	B	C	D
1	**First**	**Last**	**Pcode**	**Political Party**
2	Smith	Fred	A	Democratic
3	Robbins	Terry	1	
4	O'Neill	Susan	B	
5	Parker	Scott	D	
6	Perkins	Ralph	D	
7	Talbot	Angie	7	
8				

Note how Excel translated the formula to "Democratic"

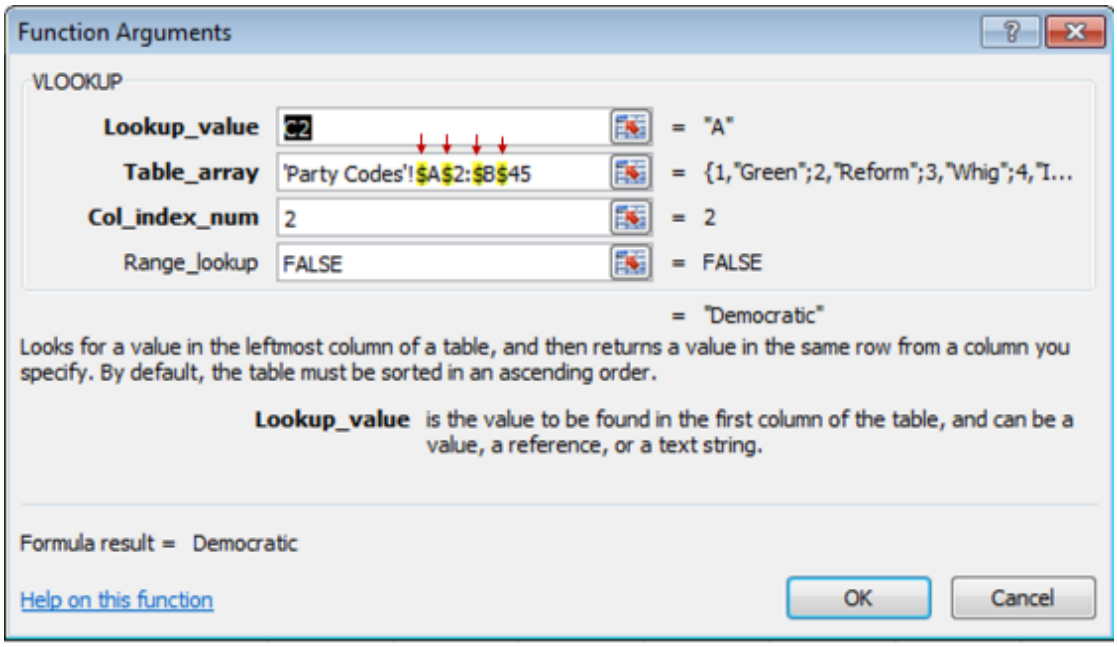
13. If you plan to copy this formula to other cells, you need to make an adjustment. Click the Insert Function button again.



	A	B	C	D	E	F	G
1	**First**	**Last**	**Pcode**	**Political Party**			
2	Smith	Fred	A	Democratic			
3	Robbins	Terry	1				
4	O'Neill	Susan	B				
5	Parker	Scott	D				
6	Perkins	Ralph	D				
7	Talbot	Angie	7				
8							

Note: You can make edits using the formula bar, but if you're just starting out, I find it easier to use the dialog box.

14. Edit the Table_array value by placing $ signs around the cell references. This makes the cell reference absolute.



Note how the $ precedes the column and row references.

15. Copy your formula to other cells in the column by dragging down.