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Excel HLOOKUP: A Step-by-step tutorial on how to look up data

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Excel is considered the best spreadsheet software in the world and with the release of the new Office 365 which includes cloud services and a monthly subscription fee, Excel should retain its title as the standard for spreadsheets. Excel offers over 400 built-in, easy to use functions that make data analysis and manipulation really simple. HLOOKUP is one of those functions and this tutorial will show you how to use the HLOOKUP function to lookup data within a table based on values you select.

This tutorial is designed for beginners, but some basic Excel skills are necessary to create the worksheets and follow the step by step instructions given in the tutorial. The **Microsoft Excel 2013 Course Beginners/ Intermediate Training** course from Udemy, is a great course for beginners and this course will teach you to create workbooks, how to manage your workbooks and worksheets, and much more.

We have created a worksheet for this tutorial to show you how to use the HLOOKUP function. This worksheet contains the items, item codes and item prices for a fictitious grocery store.

This is what our fictitious grocery store worksheet looks like:

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5		Item	Apples	Oranges	Pears	Bananas	Guavas	Lettuce	Broccoli
6		Number	125	127	132	142	154	165	145
7		Sales Price	$ 1,99	$ 1,54	$ 1,65	$ 1,80	$ 2,20	$ 1,50	$ 1,60
8									
9									

The HLOOKUP function is very similar to the MATCH and LOOKUP functions. **The Excel Match Function: A and You Shall Receive**, is an article that will show you how to use the MATCH function. If you would like to learn to use the LOOKUP function, then you can read **The Excel LOOKUP Function: Power to Search your Spreadsheets**.

How to Use the HLOOKUP Function in Excel

There are two ways to access the built-in functions that Excel offers. If you know the name of the function then you can type the function directly into the target cell where you want the answer to appear and also the various parameters required for the function.