

# Computerised Accounting Practical

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Model # 006

Project No:

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Title : **Vlookup**

## Question

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The following table shows the details of employees working in an institution.

ID No	Name of Employee	Designation	Section	Basic Pay
101	David	Production Manager	Production	52000
102	Ramesh	Accountant	Administration	45000
103	Krishna	Sales Manager	Sales	48000
104	Rahman	Clerk	Administration	28500
105	Sudha	Marketing Manger	Marketing	42000

Find

out the following using **Vlookup** Function

- a) Name of ID No.101
- b) Designation of ID No. 103
- c) Basic Pay of ID No. 104
- d) Section of ID No. 105

## Procedure

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Step-1 : Open a blank worksheet in Libre Office Calc

Step-2 : Enter the table headings in different cells as follows

Cell	Value
A1	ID No
B1	Name of Employee
C1	Designation
D1	Section
E1	Basic Pay

Step-3 : Enter the details of employees in the table

Step-4 : Enter the following labels in various cells

Cell	Value
B8	Name of ID No.101
B9	Designation of ID No.103
B10	Basic Salary of ID No.104
B11	Section of ID No.105

Step-5 : Enter the following formulae in various cells against the labels

Cell	Formula
C8	=VLOOKUP(101,A1:E6,2,0)
C9	=VLOOKUP(103,A1:E6,3,0)
C10	=VLOOKUP(104,A1:E6,5,0)
C11	=VLOOKUP(105,A1:E6,4,0)

## Output

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Name of ID No.101	David
Designation of ID No. 103	Sales Manager
Basic Salary of ID No. 104	28500
Section of ID No. 105	Marketing