

DATASET 1: EMPLOYEE PAYROLL

Exercise 1: Add First/Last Name From Another Table

In this practice exercise, you are asked to add the first and last name of the employee to a **Pay Report**. You will need to use the Employee ID to VLOOKUP the name columns from another table so you don't have to manually type out all the names.

Exercise 2: VLOOKUP From Multiple Tables

In this practice exercise, you will need to reference two separate data table sources in order to complete the requested **Pay Report**.

Exercise 3: VLOOKUP Using Approximate Matching

In this practice exercise, you will need to utilize VLOOKUP's approximate match capability to categorize each employee to their proper payroll pay band based on the amount they are being paid.

DATASET 2: ADDITIONAL VLOOKUP PRACTICE

1. On the **Students Worksheet**, create a VLOOKUP function that will return a student's full name when his/her University ID is entered.
2. Create a **VLOOKUP** function that will return the amount of fees a student owes based on their major. (make sure to format the new column you just created)
Hint: You will need to work with both the students and the fees worksheet
3. Create a **VLOOKUP** function that will find a student's residence hall. Add the heading, **Residence Hall** to a new row.
4. On the **Test Score Worksheet**, create a VLOOKUP function to find the letter grade for each student.
5. On the **Students Worksheet**, create a VLOOKUP function to add the students grades to the students worksheet. Column L has been designated for this.
Note that: Maybe not all students will have a grade, I can't say. So, you can use **Filtering** to see only the students with grades.