

XLOOKUP in Google Sheets

Free practice file | 5 real use cases + a bonus two-way lookup

Open the practice file (view only)

<https://docs.google.com/spreadsheets/d/1RA6JUA2Bg1BAbAVPJH0-Vnu7Pblme1gVHDx-XPw0CHo/edit?usp=sharing>

Make your own editable copy

<https://docs.google.com/spreadsheets/d/1RA6JUA2Bg1BAbAVPJH0-Vnu7Pblme1gVHDx-XPw0CHo/copy>

How to use it

1. Open the second link above, or use File > Make a copy. The shared file is view only, so a copy is yours to edit.
2. Go to the Practice sheet. The yellow cells are the inputs; the green cells are empty - that is where each formula goes.
3. Type the formulas from the cheat sheet below, one use case at a time, and watch the results appear.
4. Stuck on one? The Solution sheet has every formula already filled in.

What is inside

Practice	the exercise sheet - 5 use cases plus the bonus tip, answers blank
Solution	the same layout with every formula filled in
Employee Master	30 employees - ID, name, department, city, manager, joining date, salary
Sales Data	50 orders, oldest first - for the latest-record lookup
Lookup Tables	commission slabs and a region x month revenue grid

Formula cheat sheet

USE CASE	FORMULA
1 Basic lookup	=XLOOKUP(key, lookup_col, result_col)
1b Lookup to the LEFT	swap the lookup and result ranges - nothing else changes
2 Replace #N/A	=XLOOKUP(key, lookup_col, result_col, "Employee Not Found")
3 Four columns at once	make result_range several columns wide - the answer spills
4 Slab / bracket	=XLOOKUP(key, slab_col, result_col, "Below slab", -1)
5 Latest record	=XLOOKUP(key, lookup_col, result_col, "None", 0, -1)
Bonus Two-way lookup	=XLOOKUP(col_key, header_row, XLOOKUP(row_key, labels, grid))

match_mode -1 needs the slab table sorted smallest to largest. search_mode -1 searches bottom to top.
Leave the cells to the right of a multi-column XLOOKUP empty, or the formula returns a spill error.