

#1 How to Use the INDEX Formula

Below is a table showing people's names, height, and weight. We want to use the INDEX formula to look up Kevin's height... here is an example of how to do it.

Follow these steps:

1. Type "=INDEX(" and select the area of the table, then add a comma
2. Type the row number for Kevin, which is "4," and add a comma
3. Type the column number for Height, which is "2," and close the bracket
4. The result is "5.8."

	A	B	C	D	E	F
1						
2			1	2	3	
3		1	Name	Height	Weight	
4		2	Sally	6.2	185	
5		3	Tom	5.9	170	
6		4	Kevin	5.8	175	
7		5	Amanda	5.5	145	
8		6	Carl	6.1	210	
9		7	Ned	6.0	180	
10						
11						
12						
13						
14						

`=INDEX(C3:E9,4,2)`

#2 How to Use the MATCH Formula

Sticking with the same example as above, let's use MATCH to figure out what row Kevin is in.

Follow these steps:

1. Type "=MATCH(" and link to the cell containing "Kevin"... the name we want to look up.
2. Select all the cells in the Name column (including the "Name" header).
3. Type zero "0" for an exact match.
4. The result is that Kevin is in row "4."

	A	B	C	D	E	F
1						
2			1	2	3	
3		1	Name	Height	Weight	
4		2	Sally	6.2	185	
5		3	Tom	5.9	170	
6		4	Kevin	5.8	175	
7		5	Amanda	5.5	145	
8		6	Carl	6.1	210	
9		7	Ned	6.0	180	
10						
11						
12			5.8			
13		Kevin	=MATCH(B13,C3:C9,0)			
14						

Use MATCH again to figure out what column Height is in.

Follow these steps:

1. Type "=MATCH(" and link to the cell containing "Height"... the criteria we want to look up.
2. Select all the cells across the top row of the table.
3. Type zero "0" for an exact match.
4. The result is that Height is in column "2."

	A	B	C	D	E	F
1						
2			1	2	3	
3		1	Name	Height	Weight	
4		2	Sally	6.2	185	
5		3	Tom	5.9	170	
6		4	Kevin	5.8	175	
7		5	Amanda	5.5	145	
8		6	Carl	6.1	210	
9		7	Ned	6.0	180	
10						
11						
12				5.8		
13		Kevin		4		
14		Height	=match(B14,C3:E3,0)			

#3 How to Combine INDEX and MATCH

Now we can take the two MATCH formulas and use them to replace the "4" and the "2" in the original INDEX formula. The result is an INDEX MATCH formula.

Follow these steps:

1. Cut the MATCH formula for Kevin and replace the "4" with it.
2. Cut the MATCH formula for Height and replace the "2" with it.
3. The result is Kevin's Height is "5.8."
4. Congratulations, you now have a dynamic INDEX MATCH formula!

	A	B	C	D	E	F	G	
1								
2			1	2	3			
3		1	Name	Height	Weight			
4		2	Sally	6.2	185			
5		3	Tom	5.9	170			
6		4	Kevin	5.8	175			
7		5	Amanda	5.5	145			
8		6	Carl	6.1	210			
9		7	Ned	6.0	180			
10								
11								
12			=INDEX(C3:E9,MATCH(B13,C3:C9,0),MATCH(B14,C3:E3,0))					
13		Kevin						
14		Height						