

How to use Vlookup in MS Excel in your Wholesale Discount Database



What is Vlookup?



You can use the **VLOOKUP** function



to search the first column of a range of cells,

	A	B	C	D	E
1					
2		1	9	17	
3		2	10	18	
4		3	11	19	
5		4	12	20	
6		5	13	21	
7		6	14	22	
8		7	15	23	
9		8	16	24	
10					
11					

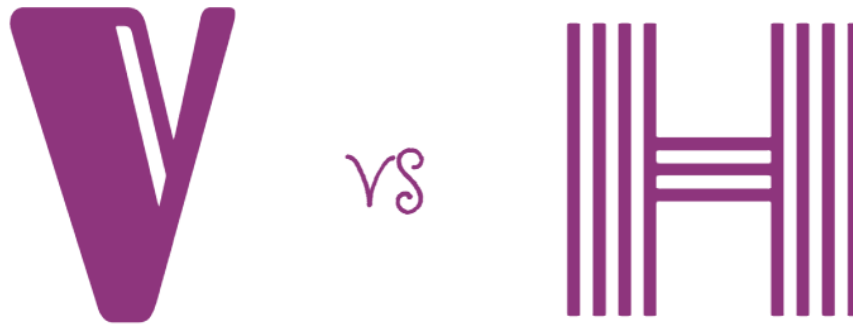
and then return a value from any cell on the same row of the range.

	A	B	C	D	E
1					
2		1	9	17	
3		2	10	18	
4		3	11	19	
5		4	12	20	
6		5	13	21	
7		6	14	22	
8		7	15	23	
9		8	16	24	
10					
11					

The V in VLOOKUP stands for vertical



Use VLOOKUP instead of HLOOKUP when your comparison values



are located in a column to the left of the data that you want to find.

	A	B	C	D	E	F
1						
2		1	9	17		
3		2	10	18		
4		3	11	19		
5		4	12	20		
6		5	13	21		
7		6	14	22		
8		7	15	23		
9		8	16	24		
10						
11						
12						
13						

**Syntax: VLOOKUP(lookup_value,
table_array, col_index_num,
[range_lookup])**

VLOOKUP(LOOKUP_VALUE, TABLE_ARRAY,
COL_INDEX_NUM, [RANGE_LOOKUP])

The VLOOKUP function syntax has the following arguments:



Lookup value: The value to search in the first column of the table or range

	A	B	C	D	E
1					
2		1	9	17	
3		2	10	18	
4		3	11	19	
5		4	12	20	
6		5	13	21	
7		6	14	22	
8		7	15	23	
9		8	16	24	
10					
11					

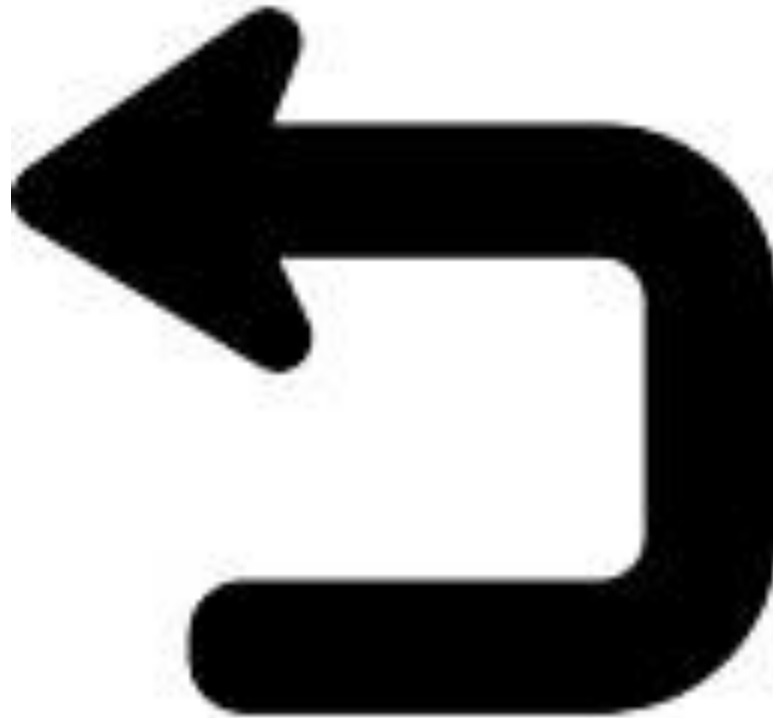
Table array: The range of cells that contains the data

	A	B	C	D	E
1					
2		1	9	17	
3		2	10	18	
4		3	11	19	
5		4	12	20	
6		5	13	21	
7		6	14	22	
8		7	15	23	
9		8	16	24	
10					
11					
12					

Col index num: The column number in the table array argument

	A	B	C	D	E
1					
2		1	9	17	
3		2	10	18	
4		3	11	19	
5		4	12	20	
6		5	13	21	
7		6	14	22	
8		7	15	23	
9		8	16	24	
10					
11					
12					

**from which the matching
value must be returned.**



Range lookup: A logical value that specifies whether you want VLOOKUP



to find an exact match or an approximate match



When searching number or date values,



5 NUMBER

ensure that the data in the first column of table_array is not stored as text values.

	A	B	C	D	E
1					
2		1	9	17	
3		2	10	18	
4		3	11	19	
5		4	12	20	
6		5	13	21	
7		6	14	22	
8		7	15	23	
9		8	16	24	
10					
11					

**In this case, VLOOKUP might
return an incorrect or
unexpected value.**



When searching text values in the first column of table_array,



ensure that the data in the first column of table_array does not contain leading spaces,

	A	B	C	D	E
1					
2		1	9	17	
3		2	10	18	
4		3	11	19	
5		4	12	20	
6		5	13	21	
7		6	14	22	
8		7	15	23	
9		8	16	24	
10					
11					

**trailing spaces, inconsistent use
of straight (' or ") and curly (‘
or “) quotation marks,**



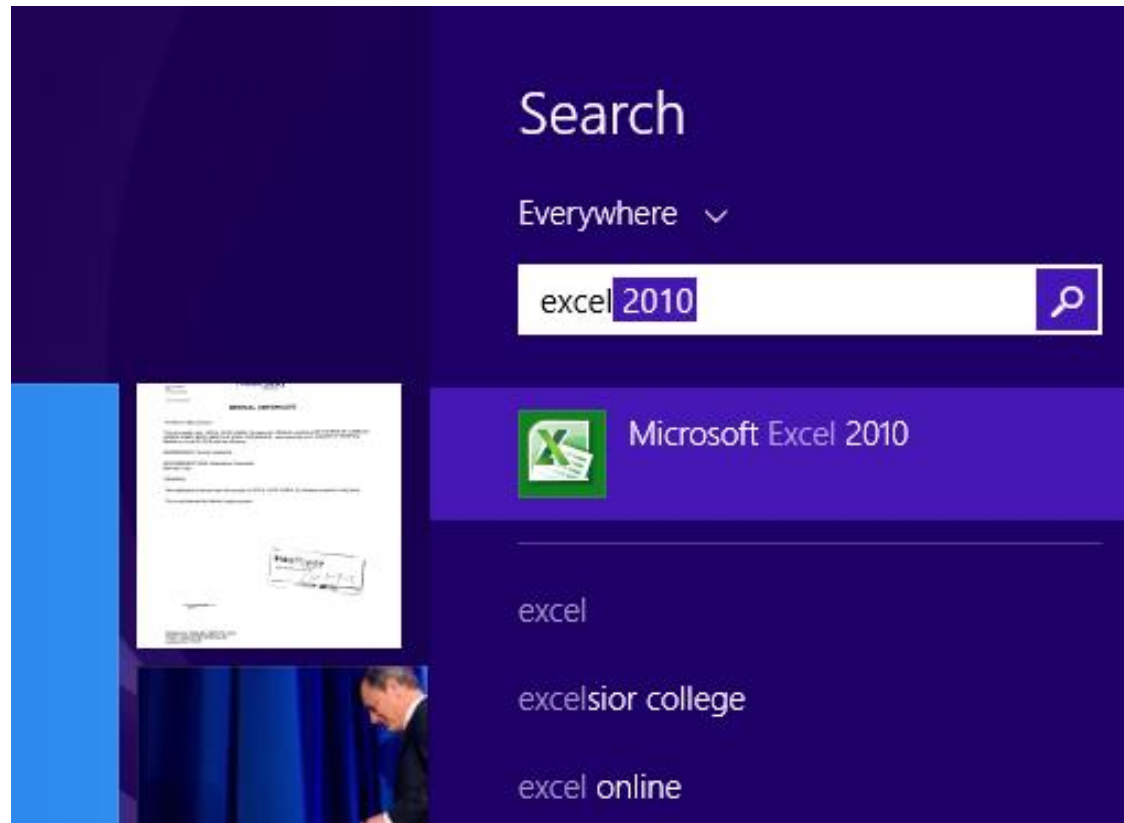
or nonprinting characters. In these cases, VLOOKUP might return an incorrect or unexpected value.



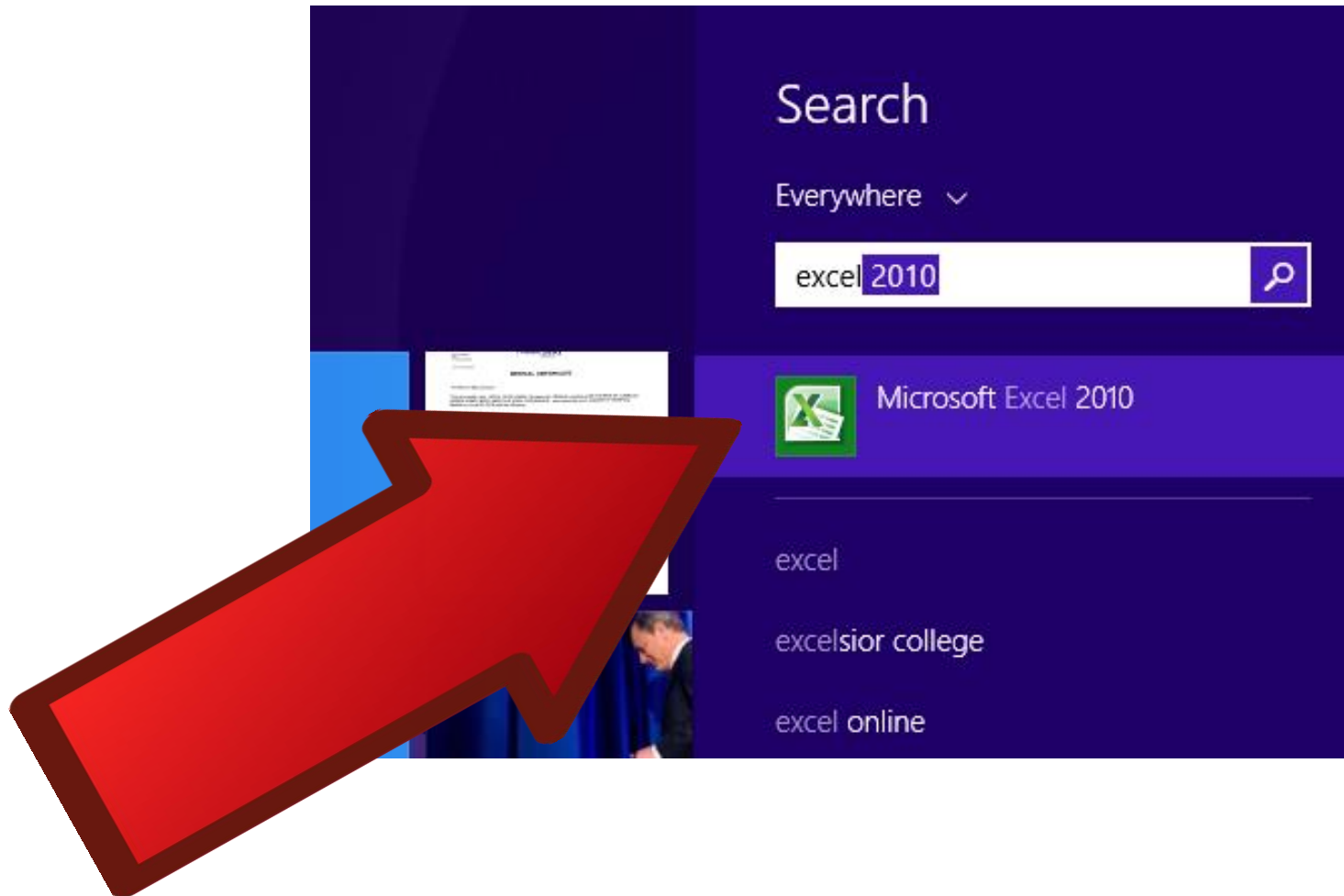
Let's begin!



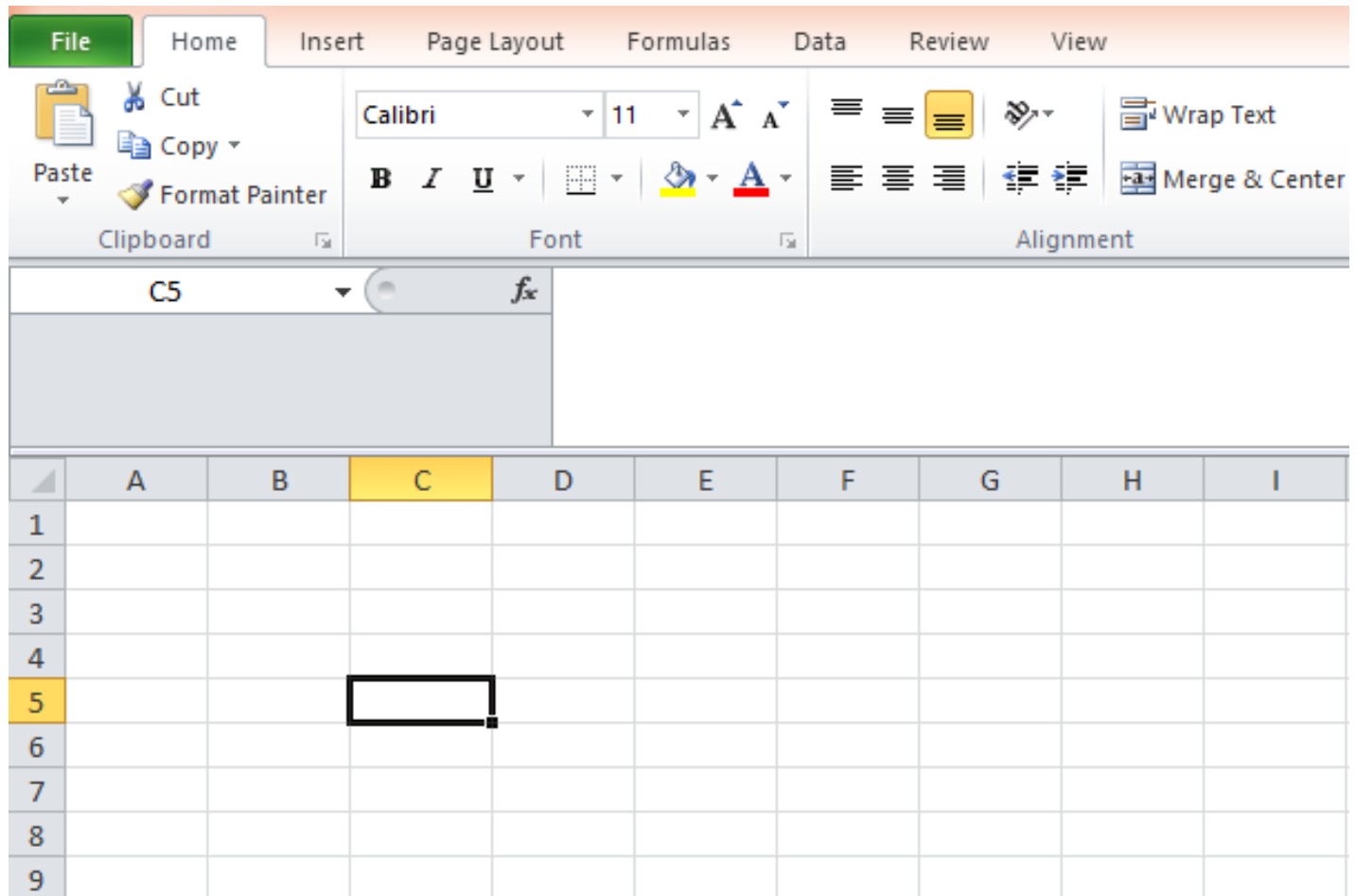
Open your MS Excel



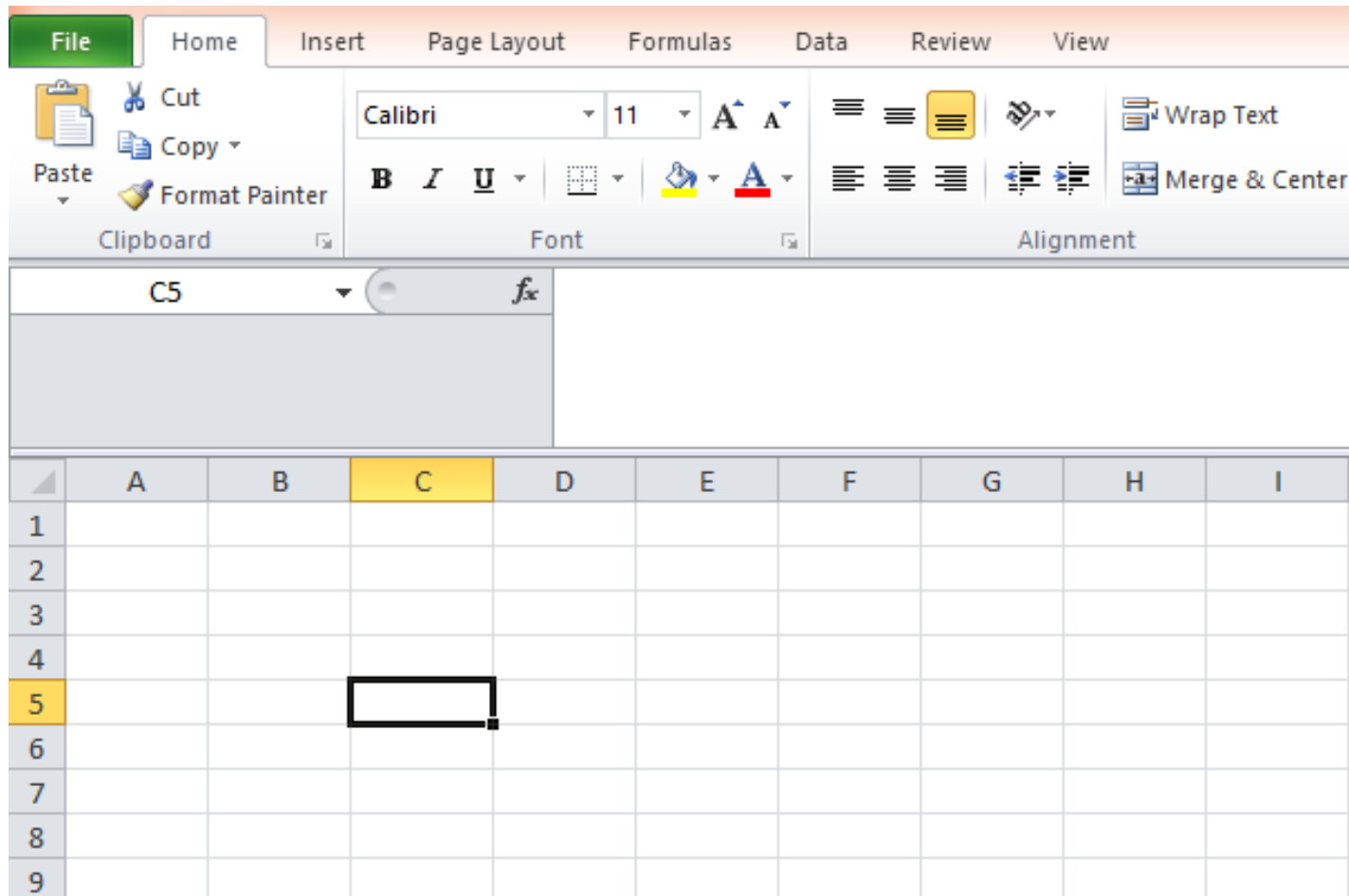
Click on it



This is MS Excel



I will now input my wholesale data



Type Wholesale discount

	A	B	C	D	E	F
1	wholesale discount					
2						
3						
4						
5						
6						
7						
8						
9						
10						



Type quantity ordered

	A	B	C	D
1	wholesale discount			
2				
3				
4	Quantity ordered			
5				
6				
7				
8				
9				
10				
11				



Place the quantities for Wholesale

	A	B	C	D
1	wholesale discount			
2				
3				
4	Quantity ordered			
5	50			
6	100			
7	150			
8	200			
9	250			
10	300			
11	350			
12	400			
13	450			
14	500			



Type the item code

	A	B	C	D
1	wholesale discount			
2				
3				
4	Quantity ordered	item code		
5	50			
6	100			
7	150			
8	200			
9	250			
10	300			
11	350			
12	400			
13	450			
14	500			
15				



Input the item codes

	A	B	C	D
1	wholesale discount			
2				
3				
4	Quantity ordered	item code		
5	50	M557		
6	100	M558		
7	150	M559		
8	200	M560		
9	250	M561		
10	300	M562		
11	350	M563		
12	400	M564		
13	450	M565		
14	500	M566		



Put price

	A	B	C	D	
1	wholesale discount				
2					
3					
4	Quantity ordered	item code	Price		
5	50	M557			
6	100	M558			
7	150	M559			
8	200	M560			
9	250	M561			
10	300	M562			
11	350	M563			
12	400	M564			
13	450	M565			
14	500	M566			



Type each price

	A	B	C	D
1	wholesale discount			
2				
3				
4	Quantity ordered	item code	Price	
5	50	M557	₱ 25.00	
6	100	M558	₱ 32.00	
7	150	M559	₱ 99.99	
8	200	M560	₱ 80.00	
9	250	M561	₱ 150.00	
10	300	M562	₱ 110.00	
11	350	M563	₱ 30.00	
12	400	M564	₱ 45.00	
13	450	M565	₱ 70.00	
14	500	M566	₱ 88.00	
15				



Type discount

1	wholesale discount			
2				
3				
4	Quantity ordered	item code	Price	discount
5	50	M557	₱ 25.00	
6	100	M558	₱ 32.00	
7	150	M559	₱ 99.99	
8	200	M560	₱ 80.00	
9	250	M561	₱150.00	
10	300	M562	₱110.00	
11	350	M563	₱ 30.00	
12	400	M564	₱ 45.00	
13	450	M565	₱ 70.00	
14	500	M566	₱ 88.00	



Type net price

4	Quantity ordered	item code	Price	discount	net price
5	50	M557	₱ 25.00		
6	100	M558	₱ 32.00		
7	150	M559	₱ 99.99		
8	200	M560	₱ 80.00		
9	250	M561	₱150.00		
10	300	M562	₱110.00		
11	350	M563	₱ 30.00		
12	400	M564	₱ 45.00		
13	450	M565	₱ 70.00		
14	500	M566	₱ 88.00		
15					



And type total

3						
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00			
6	100	M558	₱ 32.00			
7	150	M559	₱ 99.99			
8	200	M560	₱ 80.00			
9	250	M561	₱150.00			
10	300	M562	₱110.00			
11	350	M563	₱ 30.00			
12	400	M564	₱ 45.00			
13	450	M565	₱ 70.00			
14	500	M566	₱ 88.00			



Type discount schedule

D	E	F	G	H
discount	net price	total		Discount schedule



Place quantity

D	E	F	G	H	I
discount	net price	total		Discount schedule	
				Quantity	



Input the numbers

D	E	F	G	H	I
discount	net price	total		Discount schedule	
				Quantity	
				0	
				55	
				110	
				160	
				220	
				270	
				330	
				400	
				470	
				550	



Place discount

D	E	F	G	H	I
discount	net price	total		Discount schedule	
				Quantity	discount
				0	
				55	
				110	
				160	
				220	
				270	
				330	
				400	
				470	
				550	



Type the discounts

D	E	F	G	H	I	J
discount	net price	total		Discount schedule		
				Quantity	discount	
				0	10%	
				55	15%	
				110	20%	
					25%	
					30%	
				270	35%	
				330	40%	
				400	45%	
				470	50%	
				550	55%	



Now lets use the **VLOOKUP**

VLOOKUP(LOOKUP_VALUE, TABLE_ARRAY,
COL_INDEX_NUM, [RANGE_LOOKUP])

Click this cell

	A	B	C	D	E	F
3						
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00			
6	100	M558	₱ 32.00			
7	150	M559	₱ 99.99			
8	200	M560	₱ 80.00			
9	250	M561	₱ 150.00			
10	300	M562	₱ 110.00			
11	350	M563	₱ 30.00			
12	400	M564	₱ 45.00			
13	450	M565	₱ 70.00			
14	500	M566	₱ 88.00			
15						



Type equals sign =

A	B	C	D	E	F
Quantity ordered	item code	Price	discount	net price	total
50	M557	₦ 25.00	=		
100	M558	₦ 32.00			
150	M559	₦ 99.99			
200	M560	₦ 80.00			
250	M561	₦150.00			
300	M562	₦110.00			
350	M563	₦ 30.00			
400	M564	₦ 45.00			
450	M565	₦ 70.00			
500	M566	₦ 88.00			



Type Vlookup

	A	B	C	D	E	F
3						
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₦ 25.00	=vlookup		
6	100	M558	₦ 32.00		Looks for a value in the leftmost column of the table array, and returns the value in the same row from the column indicated by the column index number. The table array is the range of cells that you want to search in. The table array must be sorted in ascending order by the leftmost column. Otherwise, VLOOKUP will not work correctly.	
7	150	M559	₦ 99.99			
8	200	M560	₦ 80.00			
9	250	M561	₦ 150.00			
10	300	M562	₦ 110.00			
11	350	M563	₦ 30.00			
12	400	M564	₦ 45.00			
13	450	M565	₦ 70.00			
14	500	M566	₦ 88.00			
15						

Type open parenthesis (

	A	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])				F
3						
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	=vlookup(		
6	100	M558	₱ 32.00			
7	150	M559	₱ 99.99			
8	200	M560	₱ 80.00			
9	250	M561	₱ 150.00			
10	300	M562	₱ 110.00			
11	350	M563	₱ 30.00			
12	400	M564	₱ 45.00			
13	450	M565	₱ 70.00			
14	500	M566	₱ 88.00			
15						



Click the first quantity ordered on the first column

	A				VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
3					
4	Quantity ordered	item code	Price	discount	net price
5	50	M557	₱ 25.00	=vlookup(A5	
6	100		22.00		
7	150		99		
8	200		00		
9	250	M			
10	300	M5			
11	350	M5			
12	400	M564	₱		
13	450	M565	₱ 70		
14	500	M566	₱ 88.00		
15					
16					

This is the lookup value

	A	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])			
3					
4	Quantity ordered	item code	Price	discount	net price
5	50	M557	₱ 25.00	=vlookup(A5	
6	100		22.00		
7	150		99		
8	200		00		
9	250	M			
10	300	M5			
11	350	M5			
12	400	M564	₱		
13	450	M565	₱ 70		
14	500	M566	₱ 88.00		
15					
16					

Type comma ,

	A	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])			
3					
4	Quantity ordered	item code	Price	discount	net price
5	50	M557	₹ 25.00	=vlookup(A5,	
6	100	M558	₹ 32.00		
7	150	M559	₹ 99.99		
8	200	M560	₹ 80.00		
9	250	M561	₹ 150.00		
10	300	M562	₹ 110.00		
11	350	M563	₹ 30.00		
12	400	M564	₹ 45.00		
13	450	M565	₹ 70.00		
14	500	M566	₹ 88.00		
15					
16					



Highlight the whole discount schedule area

array, col_index_num, [range_lookup])		F	G	H	I
discount	net price	total		Discount schedule	
=vlookup(A5,H6:I15				Quantity	discount
				0	10%
				55	15%
				110	20%
				160	25%
				220	30%
				270	35%
				330	40%
				400	45%
				470	50%
				550	55%



This is the table array

array, col_index_num, [range_lookup])		F	G	H	I
discount	net price	total		Discount schedule	
=vlookup(A5,H6:I15				Quantity	discount
				0	10%
				55	15%
				110	20%
				160	25%
				220	30%
				270	35%
				330	40%
				400	45%
				470	50%
				550	55%



Lock it down by clicking Fn+f4

array, col_index_num, [range_lookup]		F	G	H	I
discount	net price	total		Discount schedule	
=vlookup(A5,\$H\$6:\$I\$15				Quantity	discount
				0	10%
				55	15%
				110	20%
				160	25%
				220	30%
				270	35%
				330	40%
				400	45%
				470	50%
				550	55%

Type comma ,

array, col_index_num, [range_lookup])		F	G	H	I
discount	net price	total		Discount schedule	
=vlookup(A5,\$H\$6:\$I\$15,				Quantity	discount
				0	10%
				55	15%
				110	20%
				160	25%
				220	30%
				270	35%
				330	40%
				400	45%
				470	50%
				550	55%

Type 2

array, col_index_num, [range_lookup])		F	G	H	I
discount	net price	total		Discount schedule	
=vlookup(A5,\$H\$6:\$I\$15,2				Quantity	discount
				0	10%
				55	15%
				110	20%
				160	25%
				220	30%
				270	35%
				330	40%
				400	45%
				470	50%
				550	55%

2 is the 2nd column (discount) in the table array

array, col_index_num, [range_lookup])		F	G	H	I
discount	net price	total		Discount schedule	
=vlookup(A5,\$H\$6:\$I\$15,2				Quantity	discount
				0	10%
				55	15%
				110	20%
				160	25%
				220	30%
				270	35%
				330	40%
				400	45%
				470	50%
				550	55%

Type close parenthesis)

D	E	F	G	H	I
discount	net price	total		Discount schedule	
=vlookup(A5,\$H\$6:\$I\$15,2)				Quantity	discount
				0	10%
				55	15%
				110	20%
				160	25%
				220	30%
				270	35%
				330	40%
				400	45%
				470	50%
				550	55%

Press enter

	A	B	C	D	
3					
4	Quantity ordered	item code	Price	discount	net
5	50	M557	₦ 25.00	10%	
6	100	M558	₦ 32.00		
7	150	M559	₦ 99.99		
8	200	M560	₦ 80.00		
9	250	M561	₦150.00		
10	300	M562	₦110.00		
11	350	M563	₦ 30.00		
12	400	M564	₦ 45.00		
13	450	M565	₦ 70.00		
14	500	M566	₦ 88.00		
15					

Now you have the recommended discount rate

	A	B	C	D	
3					
4	Quantity ordered	item code	Price	discount	net
5	50	M557	₦ 25.00	10%	
6	100	M558	₦ 32.00		
7	150	M559	₦ 99.99		
8	200	M560	₦ 80.00		
9	250	M561	₦150.00		
10	300	M562	₦110.00		
11	350	M563	₦ 30.00		
12	400	M564	₦ 45.00		
13	450	M565	₦ 70.00		
14	500	M566	₦ 88.00		
15					



Click on the cell

	A	B	C	D	
3					
4	Quantity ordered	item code	Price	discount	net
5	50	M557	₦ 25.00	10%	
6	100	M558	₦ 32.00		
7	150	M559	₦ 99.99		
8	200	M560	₦ 80.00		
9	250	M561	₦150.00		
10	300	M562	₦110.00		
11	350	M563	₦ 30.00		
12	400	M564	₦ 45.00		
13	450	M565	₦ 70.00		
14	500	M566	₦ 88.00		
15					



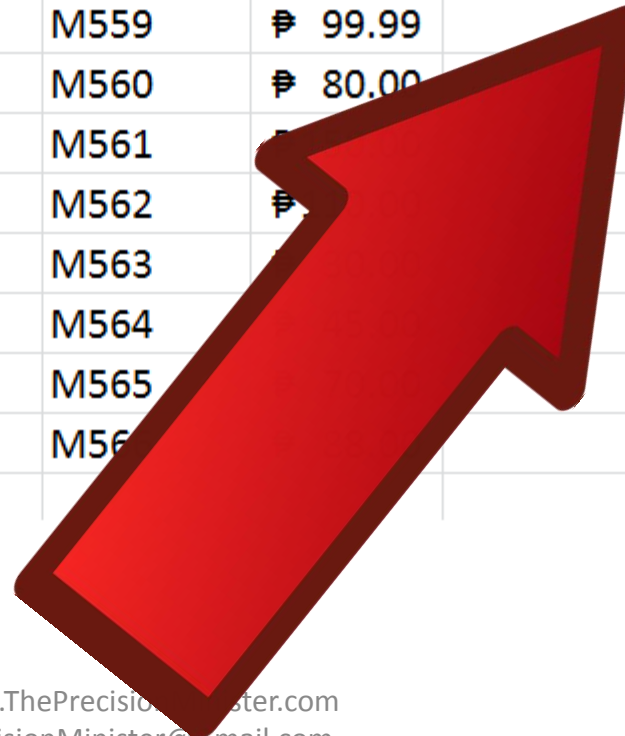
Place your mouse at the end of the highlighted cell

	A	B	C	D	
3					
4	Quantity ordered	item code	Price	discount	net
5	50	M557	₦ 25.00	10%	
6	100	M558	₦ 32.00		
7	150	M559	₦ 99.99		
8	200	M560	₦ 80.00		
9	250	M561	₦150.00		
10	300	M562	₦110.00		
11	350	M563	₦ 30.00		
12	400	M564	₦ 45.00		
13	450	M565	₦ 70.00		
14	500	M566	₦ 88.00		
15					



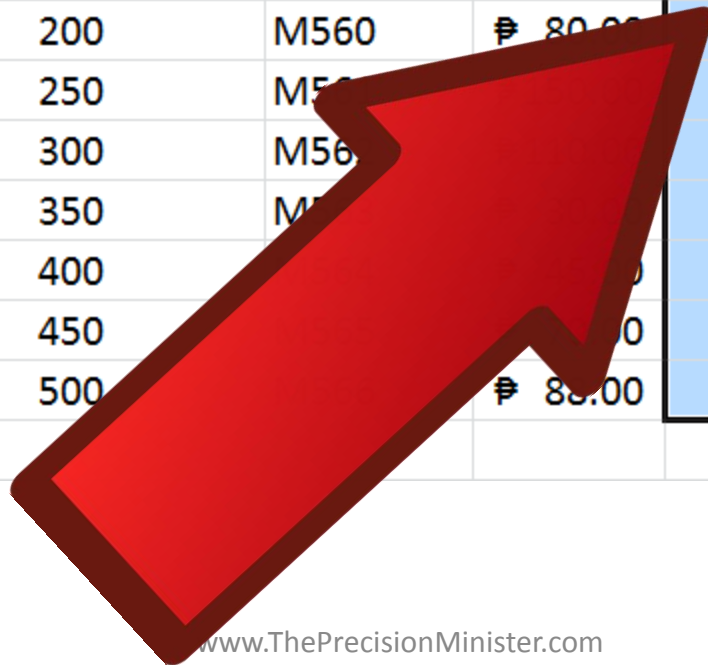
Till your cursor turned into a plus sign +

	A	B	C	D	
3					
4	Quantity ordered	item code	Price	discount	net
5	50	M557	₱ 25.00	10%	
6	100	M558	₱ 32.00		+
7	150	M559	₱ 99.99		
8	200	M560	₱ 80.00		
9	250	M561			
10	300	M562			
11	350	M563			
12	400	M564			
13	450	M565			
14	500	M566			
15					



And then double click

	A	B	C	D	E
3					
4	Quantity ordered	item code	Price	discount	net price
5	50	M557	₱ 25.00	10%	
6	100	M558	₱ 32.00	15%	
7	150	M559	₱ 99.99	20%	
8	200	M560	₱ 80.00	25%	
9	250	M561	₱ 75.00	30%	
10	300	M562	₱ 70.00	35%	
11	350	M563	₱ 65.00	40%	
12	400	M564	₱ 60.00	45%	
13	450	M565	₱ 55.00	45%	
14	500	M566	₱ 50.00	50%	
15					



And now you have the total list of discount rates per quantity ordered

	A	B	C	D	E
3					
4	Quantity ordered	item code	Price	discount	net price
5	50	M557	₱ 25.00	10%	
6	100	M558	₱ 32.00	15%	
7	150	M559	₱ 99.99	20%	
8	200	M560	₱ 80.00	25%	
9	250	M561	₱ 75.00	30%	
10	300	M562	₱ 70.00	35%	
11	350	M563	₱ 65.00	40%	
12	400	M564	₱ 60.00	45%	
13	450	M565	₱ 55.00	45%	
14	500	M566	₱ 50.00	50%	
15					

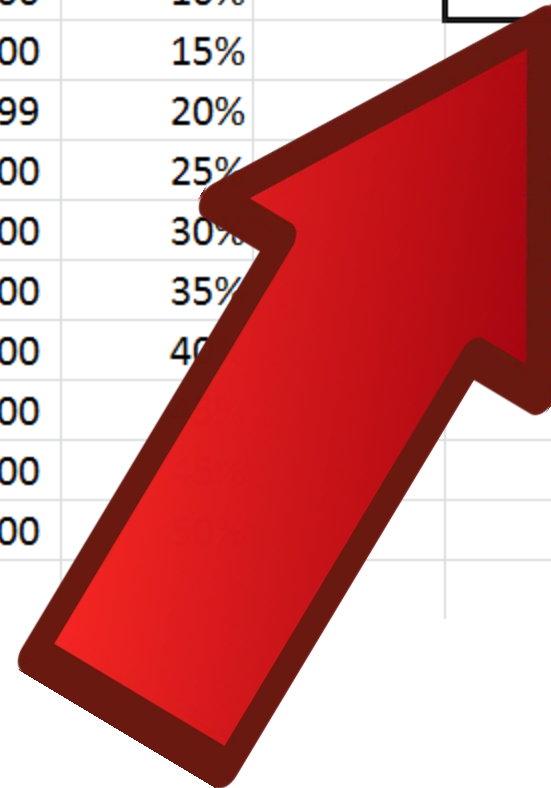


Lets find the total price of each quantity ordered



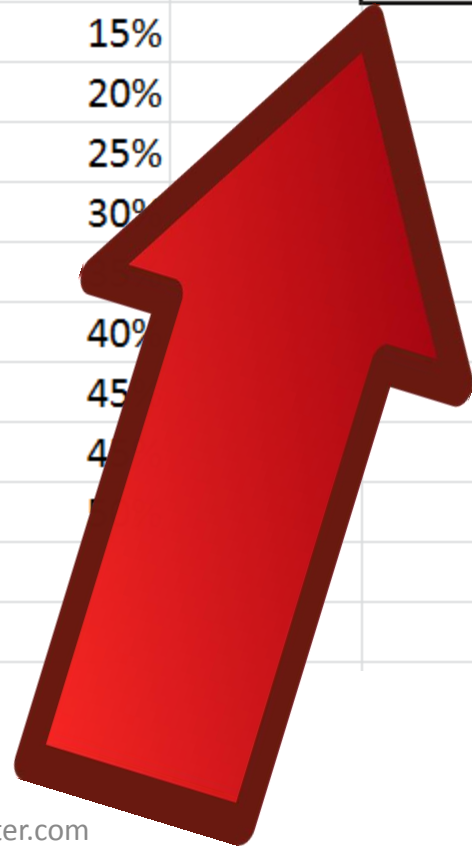
Click this cell

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99	20%		
8	200	M560	₱ 80.00	25%		
9	250	M561	₱150.00	30%		
10	300	M562	₱110.00	35%		
11	350	M563	₱ 30.00	40%		
12	400	M564	₱ 45.00			
13	450	M565	₱ 70.00			
14	500	M566	₱ 88.00			
15						



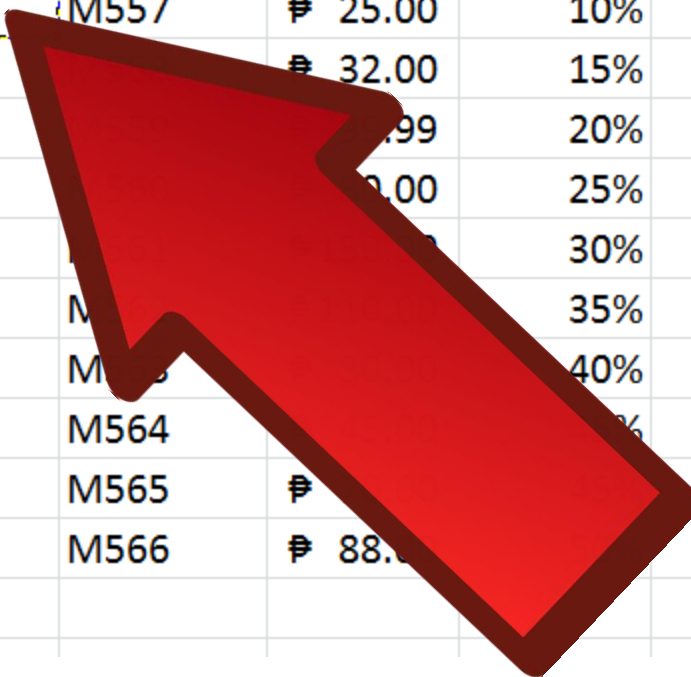
Type equals sign =

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₦ 25.00	10%		=
6	100	M558	₦ 32.00	15%		
7	150	M559	₦ 99.99	20%		
8	200	M560	₦ 80.00	25%		
9	250	M561	₦ 150.00	30%		
10	300	M562	₦ 110.00			
11	350	M563	₦ 30.00	40%		
12	400	M564	₦ 45.00	45%		
13	450	M565	₦ 70.00	40%		
14	500	M566	₦ 88.00			
15						
16						



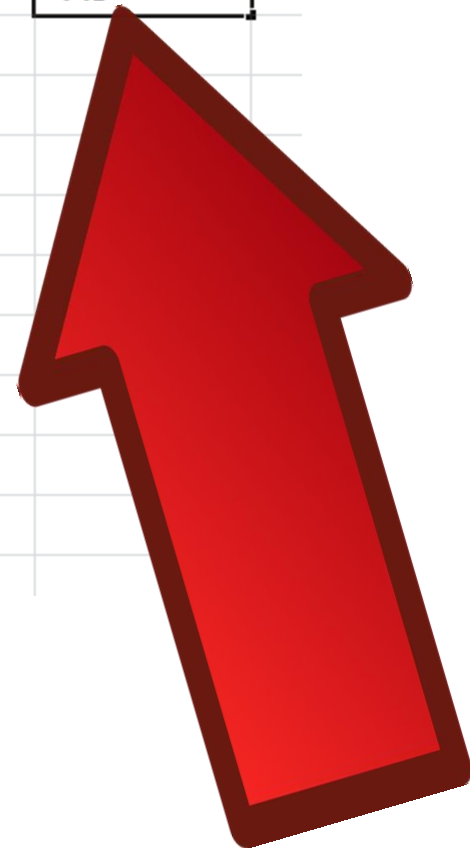
Click 50 (first quantity ordered)

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		=A5
6	100		₱ 32.00	15%		
7	150		₱ 39.99	20%		
8	200		₱ 49.00	25%		
9	250		₱ 59.00	30%		
10	300	M558	₱ 69.00	35%		
11	350	M559	₱ 79.00	40%		
12	400	M564	₱ 89.00	45%		
13	450	M565	₱ 99.00	50%		
14	500	M566	₱ 88.00	55%		
15						



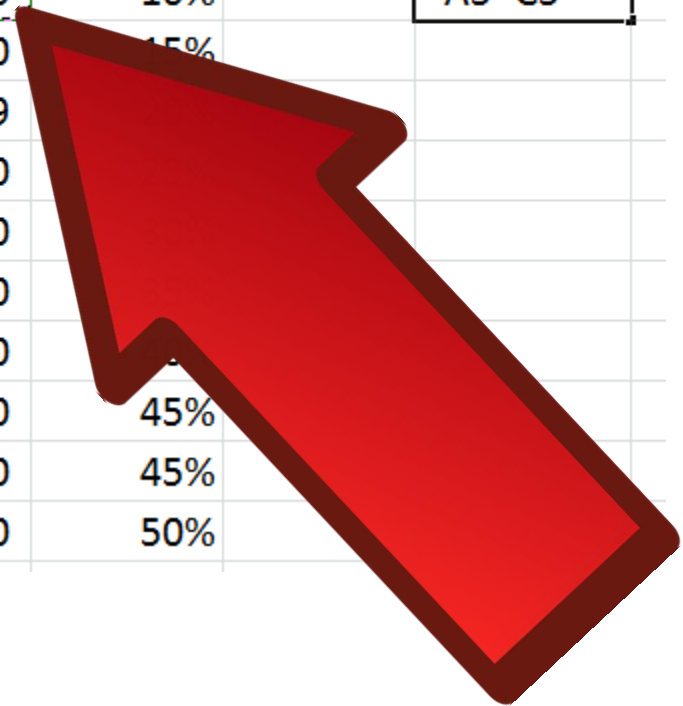
Type asterisk *

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		=A5*
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99	20%		
8	200	M560	₱ 80.00	25%		
9	250	M561	₱ 150.00	30%		
10	300	M562	₱ 110.00	35%		
11	350	M563	₱ 30.00	40%		
12	400	M564	₱ 45.00	45%		
13	450	M565	₱ 70.00	45%		
14	500	M566	₱ 88.00	50%		
15						



Then click 25.00 (the first price)

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		=A5*C5
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99			
8	200	M560	₱ 80.00			
9	250	M561	₱150.00			
10	300	M562	₱110.00			
11	350	M563	₱ 30.00			
12	400	M564	₱ 45.00	45%		
13	450	M565	₱ 70.00	45%		
14	500	M566	₱ 88.00	50%		



Press enter

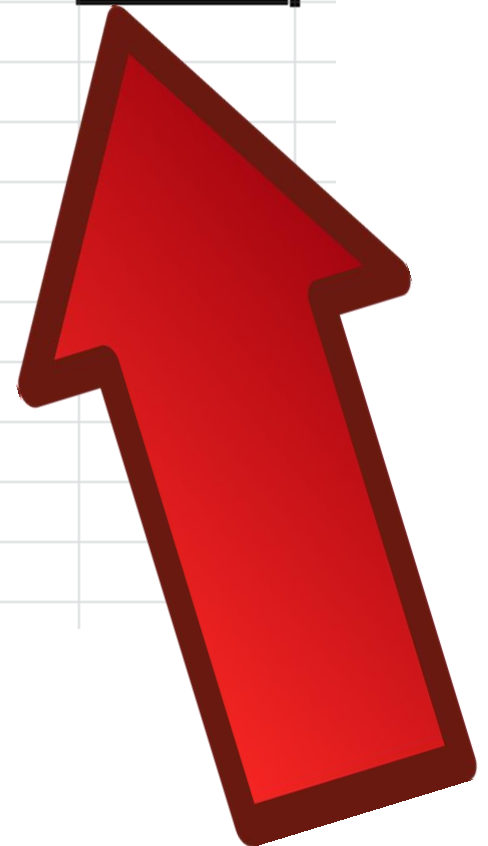
	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		1,250.00
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99	20%		
8	200	M560	₱ 80.00	25%		
9	250	M561	₱150.00	30%		
10	300	M562	₱110.00	35%		
11	350	M563	₱ 30.00	40%		
12	400	M564	₱ 45.00	45%		
13	450	M565	₱ 70.00	45%		
14	500	M566	₱ 88.00	50%		
15						
16						

The total price will now appear but still without the discount

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		1,250.00
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99	20%		
8	200	M560	₱ 80.00	25%		
9	250	M561	₱150.00	30%		
10	300	M562	₱110.00	35%		
11	350	M563	₱ 30.00	40%		
12	400	M564	₱ 45.00	45%		
13	450	M565	₱ 70.00	45%		
14	500	M566	₱ 88.00	50%		
15						
16						

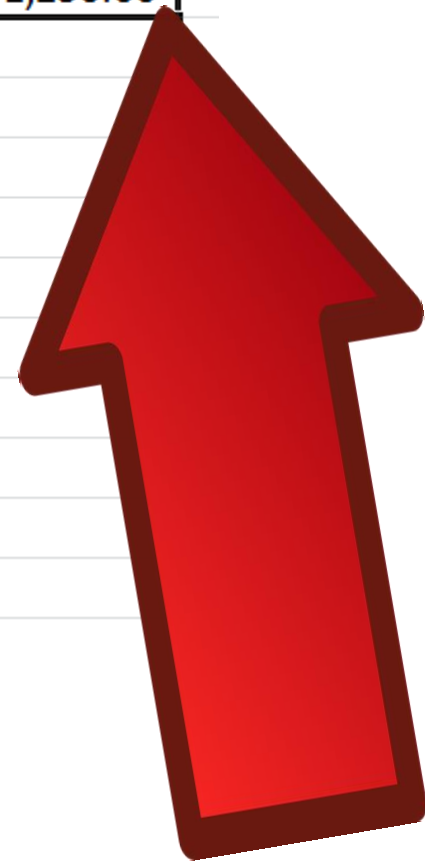
Click on the cell

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		1,250.00
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99	20%		
8	200	M560	₱ 80.00	25%		
9	250	M561	₱150.00	30%		
10	300	M562	₱110.00	35%		
11	350	M563	₱ 30.00	40%		
12	400	M564	₱ 45.00	45%		
13	450	M565	₱ 70.00	45%		
14	500	M566	₱ 88.00	50%		
15						
16						



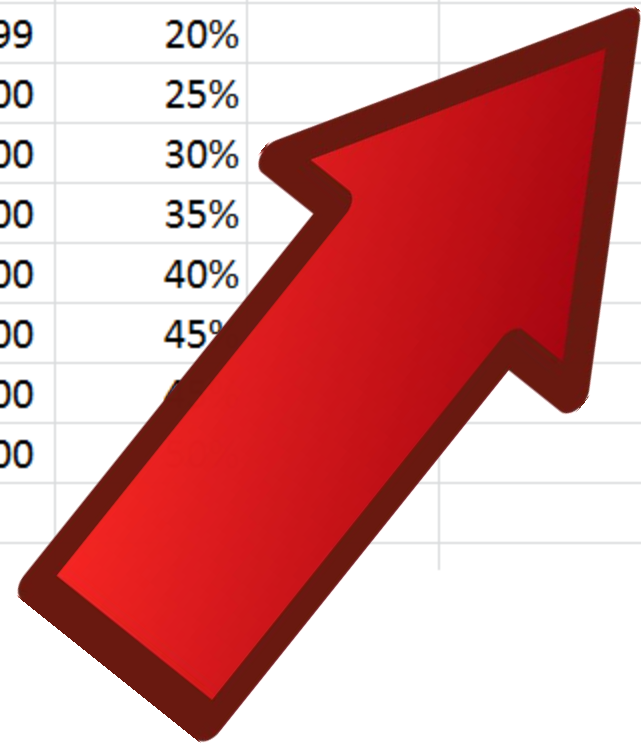
Place your mouse at the end of the highlighted cell

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		1,250.00
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99	20%		
8	200	M560	₱ 80.00	25%		
9	250	M561	₱150.00	30%		
10	300	M562	₱110.00	35%		
11	350	M563	₱ 30.00	40%		
12	400	M564	₱ 45.00	45%		
13	450	M565	₱ 70.00	45%		
14	500	M566	₱ 88.00	50%		
15						
16						



Till your cursor turned into a plus sign +

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		1,250.00
6	100	M558	₱ 32.00	15%		
7	150	M559	₱ 99.99	20%		
8	200	M560	₱ 80.00	25%		
9	250	M561	₱150.00	30%		
10	300	M562	₱110.00	35%		
11	350	M563	₱ 30.00	40%		
12	400	M564	₱ 45.00	45%		
13	450	M565	₱ 70.00			
14	500	M566	₱ 88.00			
15						
16						



And then double click

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%		1,250.00
6	100	M558	₱ 32.00	15%		3,200.00
7	150	M559	₱ 99.99	20%		14,998.50
8	200	M560	₱ 80.00	25%		16,000.00
9	250	M561	₱150.00	30%		37,500.00
10	300	M562	₱110.00			33,000.00
11	350	M563	₱ 30.00			10,500.00
12	400	M564	₱ 45.00			18,000.00
13	450	M565	₱ 70			31,500.00
14	500	M566	₱			44,000.00
15						



You now have the total list of prices sans the discount

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₦ 25.00	10%		1,250.00
6	100	M558	₦ 32.00	15%		3,200.00
7	150	M559	₦ 99.99	20%		14,998.50
8	200	M560	₦ 80.00	25%		16,000.00
9	250	M561	₦150.00	30%		37,500.00
10	300	M562	₦110.00			33,000.00
11	350	M563	₦ 30.00			10,500.00
12	400	M564	₦ 45.00			18,000.00
13	450	M565	₦ 70.00			31,500.00
14	500	M566				44,000.00
15						



Lets find the final discounted prices

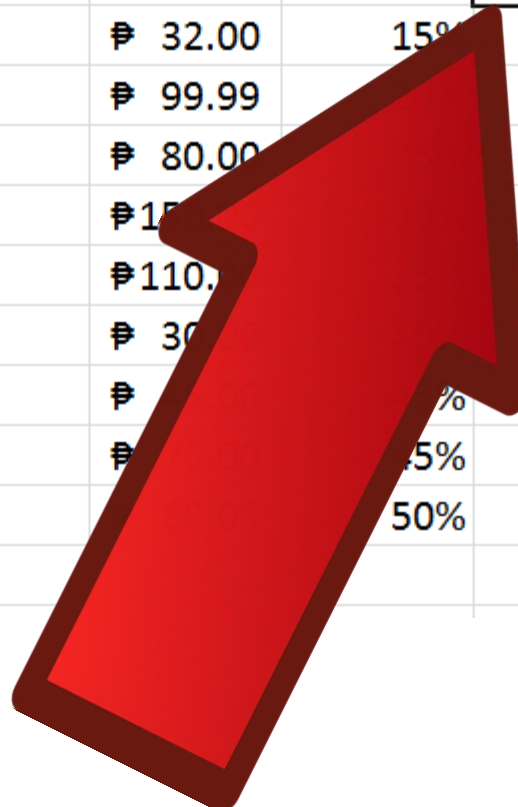


Click this cell

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₱ 25.00	10%		1,250.00	
6	100	M558	₱ 32.00	15%		3,200.00	
7	150	M559	₱ 99.99			14,998.50	
8	200	M560	₱ 80.00			16,000.00	
9	250	M561	₱ 150.00			37,500.00	
10	300	M562	₱ 110.00			33,000.00	
11	350	M563	₱ 30.00			10,500.00	
12	400	M564	₱ 45.00			18,000.00	
13	450	M565	₱ 70.00	5%		31,500.00	
14	500	M566	₱ 88.00	50%		44,000.00	
15							

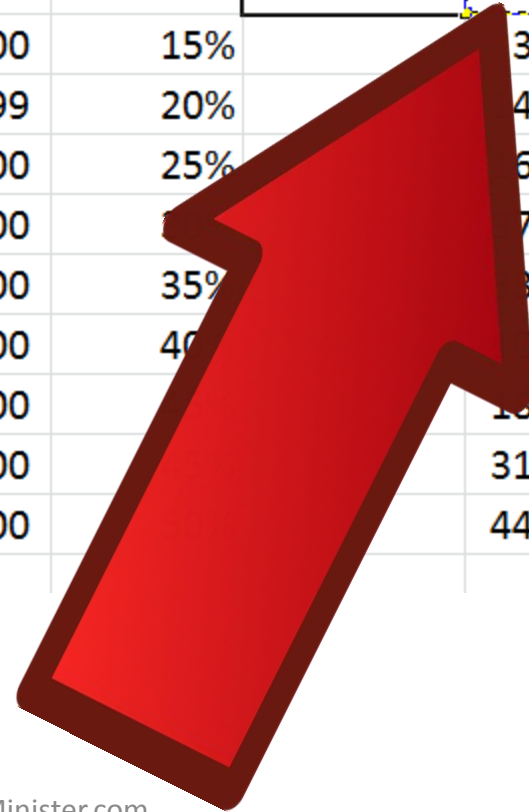
Type equals sign =

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₦ 25.00	10%	=	1,250.00
6	100	M558	₦ 32.00	15%		3,200.00
7	150	M559	₦ 99.99			14,998.50
8	200	M560	₦ 80.00			16,000.00
9	250	M561	₦ 150.00			37,500.00
10	300	M562	₦ 110.00			33,000.00
11	350	M563	₦ 30.00			10,500.00
12	400	M564	₦ 45.00	20%		18,000.00
13	450	M565	₦ 70.00	25%		31,500.00
14	500	M566	₦ 88.00	50%		44,000.00
15						



Click the first total price on the right

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%	=F5	1,250.00
6	100	M558	₱ 32.00	15%		3,200.00
7	150	M559	₱ 99.99	20%		4,998.50
8	200	M560	₱ 80.00	25%		6,000.00
9	250	M561	₱ 150.00			7,500.00
10	300	M562	₱ 110.00	35%		8,000.00
11	350	M563	₱ 30.00	40%		9,500.00
12	400	M564	₱ 45.00			18,000.00
13	450	M565	₱ 70.00			31,500.00
14	500	M566	₱ 88.00			44,000.00
15						



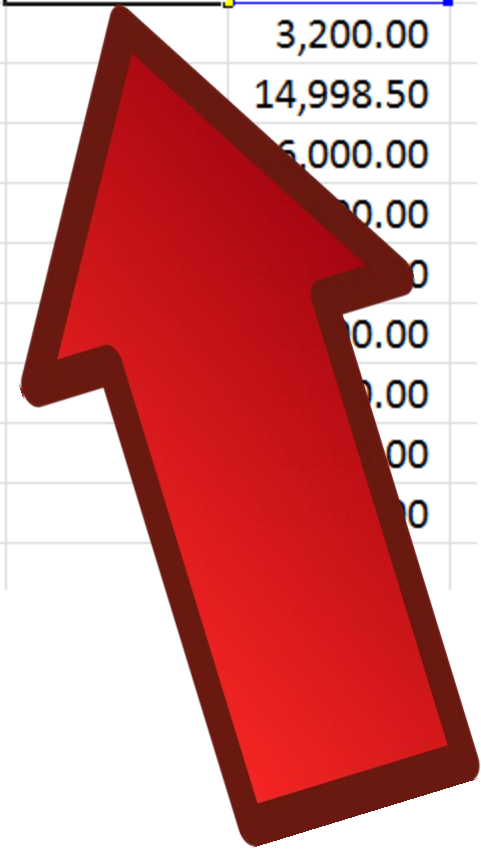
Type asterisk *

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%	=F5*	1,250.00
6	100	M558	₱ 32.00	15%		3,200.00
7	150	M559	₱ 99.99	20%		14,998.50
8	200	M560	₱ 80.00	25%		000.00
9	250	M561	₱150.00	30%		000.00
10	300	M562	₱110.00	35%		000.00
11	350	M563	₱ 30.00	40%		000.00
12	400	M564	₱ 45.00	45%		000.00
13	450	M565	₱ 70.00	45%		000.00
14	500	M566	₱ 88.00	50%		000.00
15						



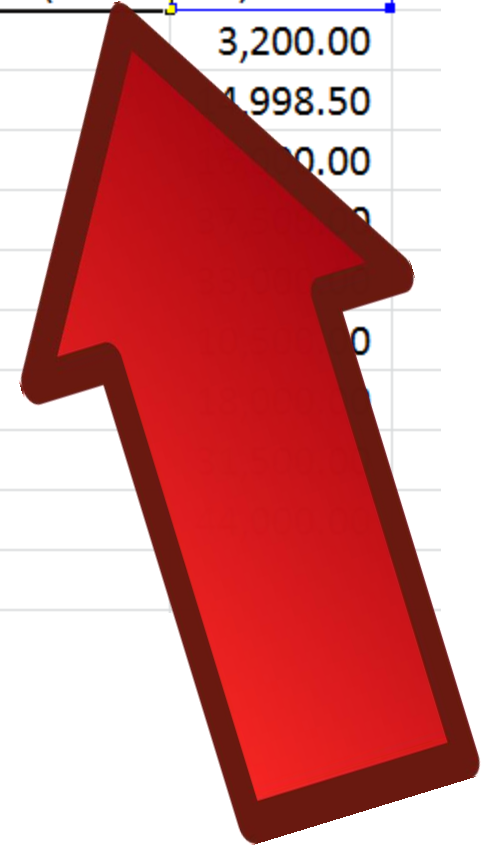
Type open parenthesis (

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%	=F5*(	1,250.00
6	100	M558	₱ 32.00	15%		3,200.00
7	150	M559	₱ 99.99	20%		14,998.50
8	200	M560	₱ 80.00	25%		5,000.00
9	250	M561	₱ 150.00	30%		10,000.00
10	300	M562	₱ 110.00	35%		15,000.00
11	350	M563	₱ 30.00	40%		10,000.00
12	400	M564	₱ 45.00	45%		10,000.00
13	450	M565	₱ 70.00	45%		10,000.00
14	500	M566	₱ 88.00	50%		10,000.00
15						



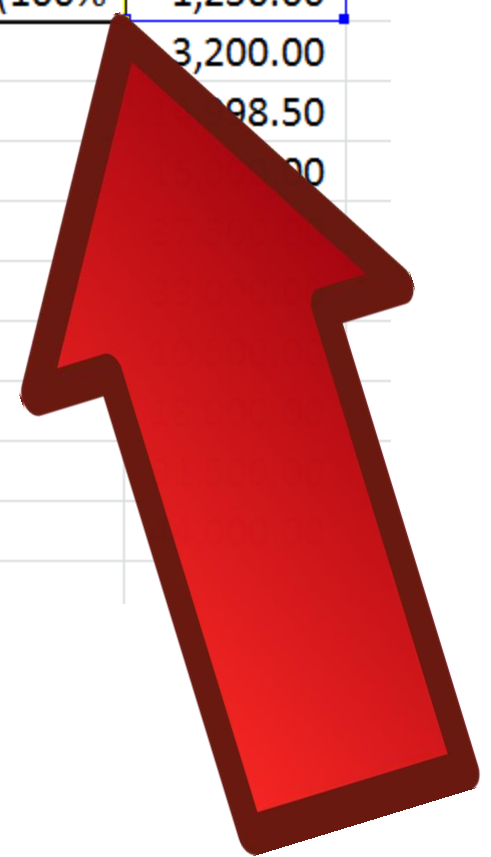
Type 100%

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%	=F5*(100%	1,250.00
6	100	M558	₱ 32.00	15%		3,200.00
7	150	M559	₱ 99.99	20%		1,998.50
8	200	M560	₱ 80.00	25%		1,600.00
9	250	M561	₱ 150.00	30%		1,050.00
10	300	M562	₱ 110.00	35%		770.00
11	350	M563	₱ 30.00	40%		180.00
12	400	M564	₱ 45.00	45%		202.50
13	450	M565	₱ 70.00	45%		315.00
14	500	M566	₱ 88.00	50%		440.00
15						



Type minus sign -

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₦ 25.00	10%	=F5*(100%-	1,250.00
6	100	M558	₦ 32.00	15%		3,200.00
7	150	M559	₦ 99.99	20%		98.50
8	200	M560	₦ 80.00	25%		00
9	250	M561	₦150.00	30%		
10	300	M562	₦110.00	35%		
11	350	M563	₦ 30.00	40%		
12	400	M564	₦ 45.00	45%		
13	450	M565	₦ 70.00	45%		
14	500	M566	₦ 88.00	50%		
15						



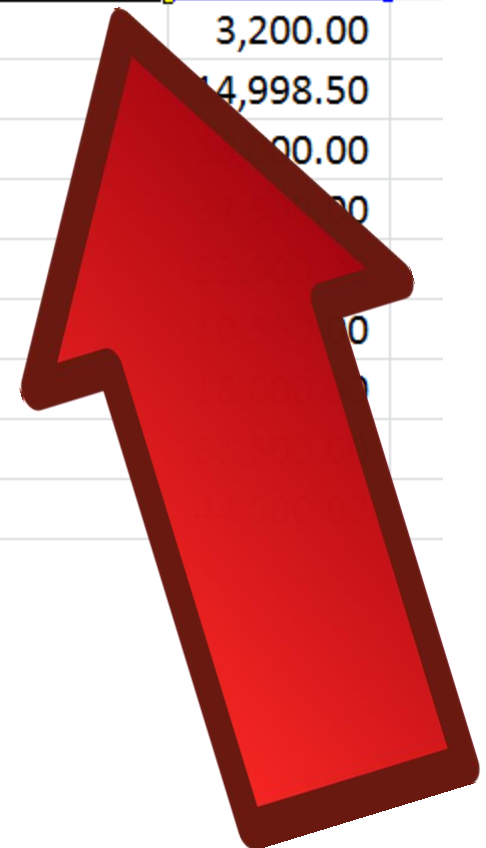
Click the discount

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%	100%-D5	1,250.00
6	100	M558	₱ 32.00	15%		3,200.00
7	150	M559	₱ 99.99			14,998.50
8	200	M560	₱ 80.00			16,000.00
9	250	M561	₱ 150.00			37,500.00
10	300	M562	₱ 110.00			33,000.00
11	350	M563	₱ 30.00			10,500.00
12	400	M564	₱ 45.00			18,000.00
13	450	M565	₱ 70.00			31,500.00
14	500	M566	₱ 88.00			44,000.00
15						



Type close parenthesis)

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₱ 25.00	10%	100%-D5)	1,250.00	
6	100	M558	₱ 32.00	15%		3,200.00	
7	150	M559	₱ 99.99	20%		14,998.50	
8	200	M560	₱ 80.00	25%		00.00	
9	250	M561	₱150.00	30%		00	
10	300	M562	₱110.00	35%			
11	350	M563	₱ 30.00	40%		0	
12	400	M564	₱ 45.00	45%		0	
13	450	M565	₱ 70.00	45%			
14	500	M566	₱ 88.00	50%			

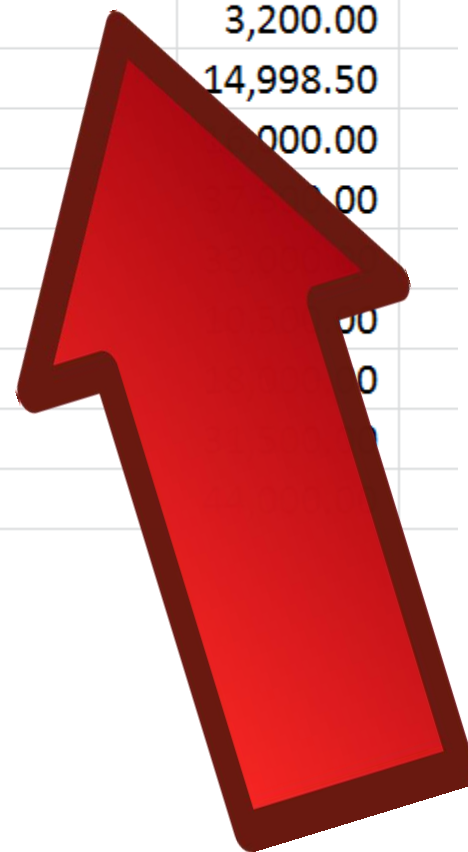


Click enter

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₱ 25.00	10%	1,125.00	1,250.00	
6	100	M558	₱ 32.00	15%		3,200.00	
7	150	M559	₱ 99.99	20%		14,998.50	
8	200	M560	₱ 80.00	25%		16,000.00	
9	250	M561	₱150.00	30%		37,500.00	
10	300	M562	₱110.00	35%		33,000.00	
11	350	M563	₱ 30.00	40%		10,500.00	
12	400	M564	₱ 45.00	45%		18,000.00	
13	450	M565	₱ 70.00	45%		31,500.00	
14	500	M566	₱ 88.00	50%		44,000.00	
15						.	

Click on the cell

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₱ 25.00	10%	1,125.00	1,250.00	
6	100	M558	₱ 32.00	15%		3,200.00	
7	150	M559	₱ 99.99	20%		14,998.50	
8	200	M560	₱ 80.00	25%		000.00	
9	250	M561	₱150.00	30%		00	
10	300	M562	₱110.00	35%			
11	350	M563	₱ 30.00	40%		00	
12	400	M564	₱ 45.00	45%		0	
13	450	M565	₱ 70.00	45%			
14	500	M566	₱ 88.00	50%			
15							



Place your mouse at the end of the highlighted cell

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₱ 25.00	10%	1,125.00	1,250.00	
6	100	M558	₱ 32.00	15%		3,200.00	
7	150	M559	₱ 99.99	20%		998.50	
8	200	M560	₱ 80.00	25%		1,600.00	
9	250	M561	₱ 150.00	30%			
10	300	M562	₱ 110.00	35%			
11	350	M563	₱ 30.00	40%			
12	400	M564	₱ 45.00	45%			
13	450	M565	₱ 70.00	45%			
14	500	M566	₱ 88.00	50%			
15							



Till your cursor turned into a plus sign +

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₦ 25.00	10%	1,125.00	1,250.00	
6	100	M558	₦ 32.00	15%		+ 3,200.00	
7	150	M559	₦ 99.99	20%		14,998.50	
8	200	M560	₦ 80.00	25%		16,000.00	
9	250	M561	₦150.00			37,500.00	
10	300	M562	₦110.00			33,000.00	
11	350	M563	₦ 30.00			10,500.00	
12	400	M564	₦ 45.00			18,000.00	
13	450	M565	₦ 70.00			31,500.00	
14	500	M566	₦			44,000.00	
15							

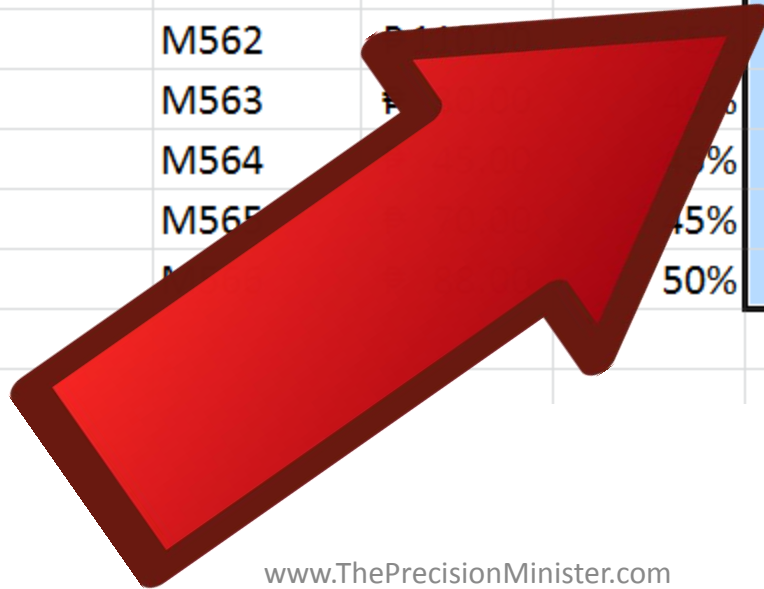


And then double click

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₱ 25.00	10%	1,125.00	1,250.00	
6	100	M558	₱ 32.00	15%	2,720.00	3,200.00	
7	150	M559	₱ 99.99	20%	11,998.80	14,998.50	
8	200	M560	₱ 80.00	25%	12,000.00	16,000.00	
9	250	M561	₱150.00	30%	26,250.00	37,500.00	
10	300	M562	₱110.00	35%	21,450.00	33,000.00	
11	350	M563	₱ 30.00	40%	6,300.00	10,500.00	
12	400	M564	₱ 45.00	45%	9,900.00	18,000.00	
13	450	M565	₱ 70.00	45%	17,325.00	31,500.00	
14	500	M566	₱ 88.00	50%	22,000.00	44,000.00	
15							
16							

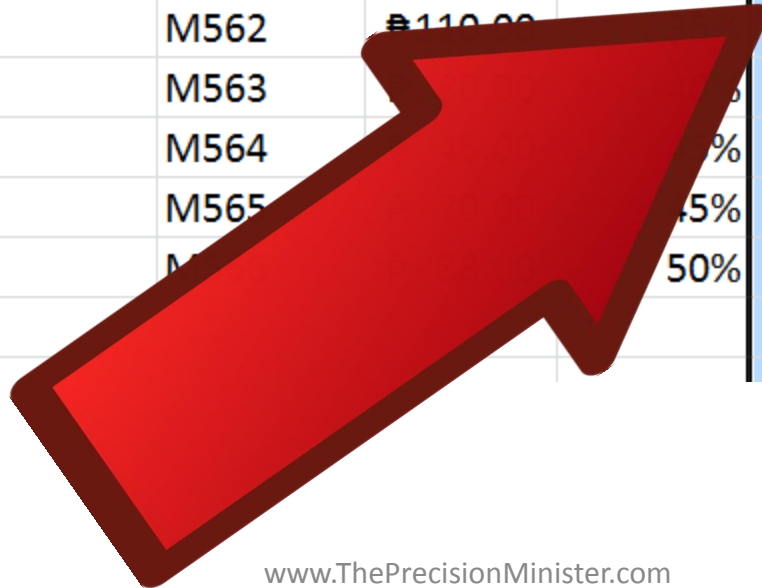
You now have the total list of discounted prices

	A	B	C	D	E	F	
4	Quantity ordered	item code	Price	discount	net price	total	
5	50	M557	₱ 25.00	10%	1,125.00	1,250.00	
6	100	M558	₱ 32.00	15%	2,720.00	3,200.00	
7	150	M559	₱ 99.99	20%	11,998.80	14,998.50	
8	200	M560	₱ 80.00	25%	12,000.00	16,000.00	
9	250	M561	₱150.00	30%	26,250.00	37,500.00	
10	300	M562	₱ 100.00	35%	21,450.00	33,000.00	
11	350	M563	₱ 180.00	40%	6,300.00	10,500.00	
12	400	M564	₱ 225.00	45%	9,900.00	18,000.00	
13	450	M565	₱ 300.00	50%	17,325.00	31,500.00	
14	500	M566	₱ 400.00	55%	22,000.00	44,000.00	
15							
16							

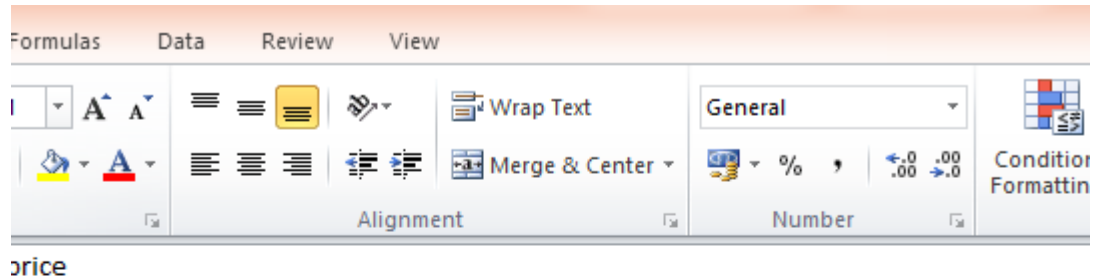


Highlight the 2 columns

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%	1,125.00	1,250.00
6	100	M558	₱ 32.00	15%	2,720.00	3,200.00
7	150	M559	₱ 99.99	20%	11,998.80	14,998.50
8	200	M560	₱ 80.00	25%	12,000.00	16,000.00
9	250	M561	₱150.00	30%	26,250.00	37,500.00
10	300	M562	₱110.00	35%	21,450.00	33,000.00
11	350	M563	₱100.00	40%	6,300.00	10,500.00
12	400	M564	₱100.00	45%	9,900.00	18,000.00
13	450	M565	₱100.00	50%	17,325.00	31,500.00
14	500	M566	₱100.00	55%	22,000.00	44,000.00
15						

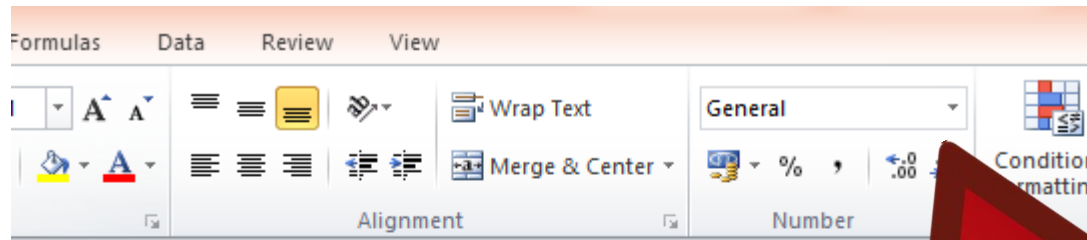


Go up the menu bar



B	C	D	E	F	G
code	Price	discount	net price	total	
7	₦ 25.00	10%	1,125.00	1,250.00	
8	₦ 32.00	15%	2,720.00	3,200.00	
9	₦ 99.99	20%	11,998.80	14,998.50	
0	₦ 80.00	25%	12,000.00	16,000.00	

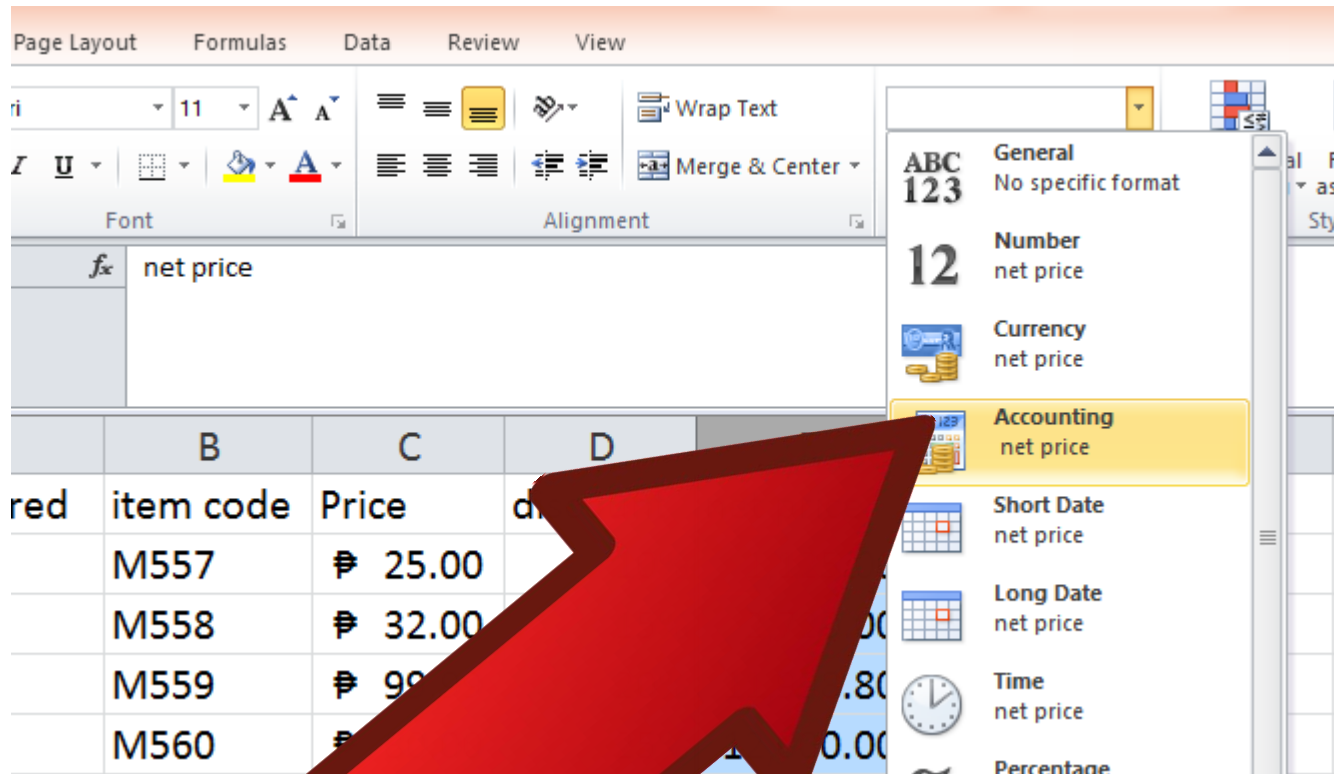
Click the dropdown menu



price

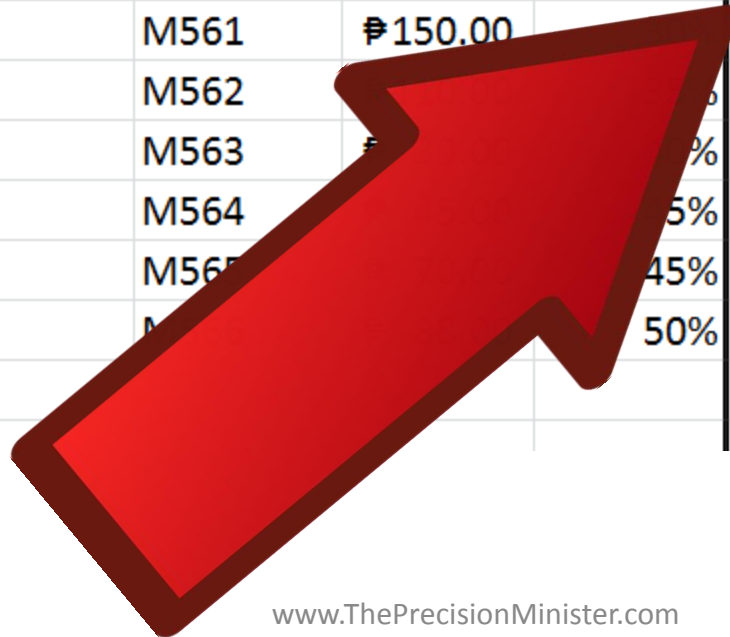
B	C	D	E	F
code	Price	discount	net price	total
7	₦ 25.00	10%	1,125.00	1,250.00
8	₦ 32.00	15%	2,720.00	3,200.00
9	₦ 99.99	20%	11,998.80	14,998.50
0	₦ 80.00	25%	12,000.00	16,000.00

And choose accounting



Now you have the currency on each price

	A	B	C	D	E	F
4	Quantity ordered	item code	Price	discount	net price	total
5	50	M557	₱ 25.00	10%	₱ 1,125.00	₱ 1,250.00
6	100	M558	₱ 32.00	15%	₱ 2,720.00	₱ 3,200.00
7	150	M559	₱ 99.99	20%	₱11,998.80	₱14,998.50
8	200	M560	₱ 80.00	25%	₱12,000.00	₱16,000.00
9	250	M561	₱150.00		₱26,250.00	₱37,500.00
10	300	M562			₱21,450.00	₱33,000.00
11	350	M563			₱ 6,300.00	₱10,500.00
12	400	M564			₱ 9,900.00	₱18,000.00
13	450	M565			₱17,325.00	₱31,500.00
14	500	M566			₱22,000.00	₱44,000.00
15						
16						



Congratulations, you're now a pro!



Credits to Microsoft office and Danny Rocks of Youtube