

Good morning  
all



Text to columns

→ Look Ups

- V Lookup
- H Lookup
- X Lookup
  - ↳ MS office
  - ↳ 365

→ few formulas



Text to column

Shortcut  
Alt + a + e

space



tab

@  
anything.



## Look up

### Rules

- 1) Look up value to be in the left most column of table array.
- 2) Table array has to be a complete breeze.
- 3) Look value will be searched top to bottom.
- 4)

