

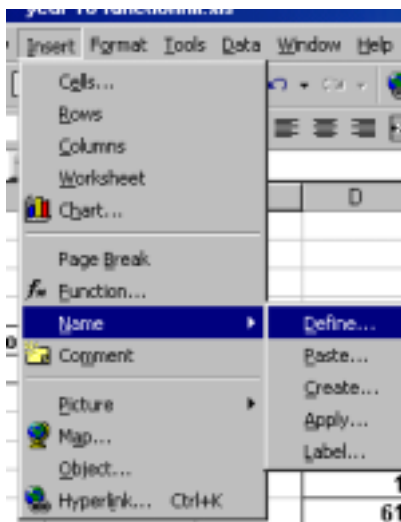
Look up tables

Figure A

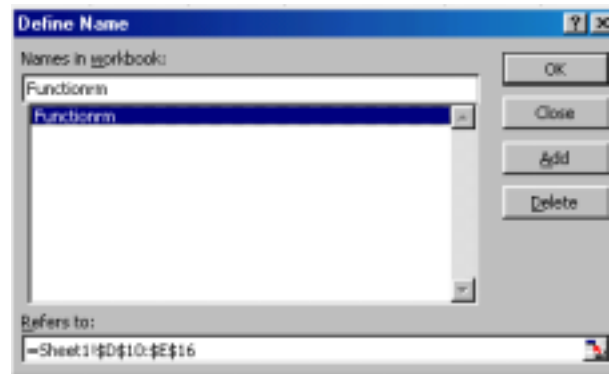
Function Room	Conservatory				
No of guests	200				
			Nos	Function Room	
			0	Free	
			1	Cameo	
			61	Stable	
			101	Conservatory	
			201	Ballroom	
			301	Health & Safety	

1. Create tables and insert data (Remember the first entry must be 0)
2. Highlight the main table and give it a name.

(1)

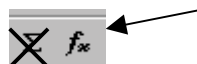


(2)



3. Click in the cell where you want the room to appear (look at figure A arrow 1)

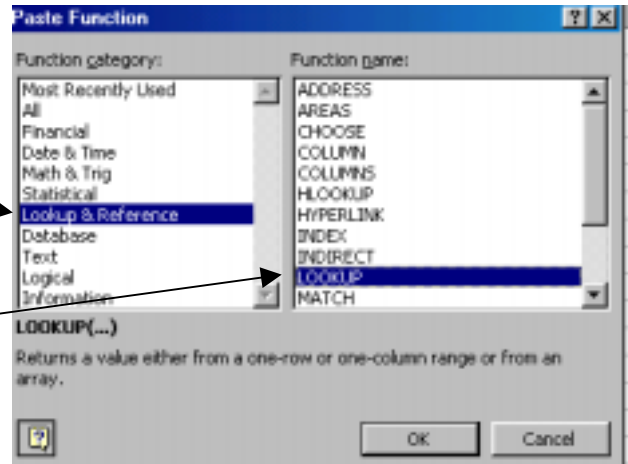
4. Click on the paste function



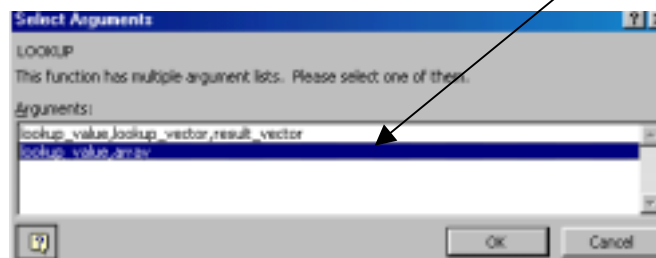
5. You will now see this:

a. highlight Lookup & Reference

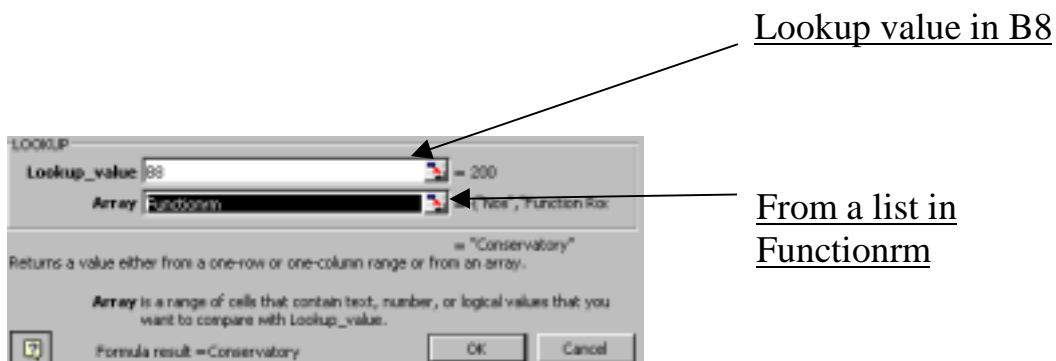
b. then highlight Lookup & click ok



6. This box will appear next, click on **Lookup value, array**



7. This screen requires you to fill in the correct details



Now test to see if it works!