

# Excel Project: Golf Club Membership System

These progressive exercises will help you build a small membership lookup system step-by-step, introducing Tables, VLOOKUP, Data Validation, IF and IFERROR formulas, and Mail Merge integration.

## Exercise 1 — Creating and Using Lookup Tables

Scenario: The golf club keeps a list of all members and their details. You'll create a structured table and use a VLOOKUP to display member information automatically.

Member ID	Name	Membership Type	Annual Fee (£)
G001	Alice Brown	Gold	500
G002	Ben Smith	Silver	350
G003	Carla Jones	Bronze	250
G004	David White	Gold	500
G005	Emma Green	Silver	350

Tasks:

- Enter the table above into a new worksheet named Members.
- Format headers in bold, add borders, and convert to a Table.
- Rename the table to tblMembers.
- Create a new sheet named Lookup with these column headings: Member ID, Name, Membership Type, Annual Fee (£).
- In the Name cell, enter a VLOOKUP to find the member name using the Member ID: =VLOOKUP(B2, tblMembers, 2, FALSE).

- Repeat for Membership Type (3rd column) and Annual Fee (4th column).
- Test your lookup by entering G001, G003, and G005.

## Exercise 2 — Data Validation and IF Statements

Scenario: You'll now improve your lookup sheet to handle input mistakes and guide users more effectively.

Tasks:

- In the Lookup sheet, click cell B2 (Member ID).
- Go to Data → Data Validation → List.
- For the Source, use your mouse to select all the Member IDs in your Members table (it should look like =Members!\$A\$2:\$A\$6).
- Test the dropdown — you should now only be able to select valid Member IDs.
- Update your formulas to include a simple IF statement:  
=IF(B2="", "", VLOOKUP(B2,tblMembers,2,FALSE)).
- Test again — when no ID is selected, the other cells should be empty.
- Save as GolfClubLookup\_Validated.xlsx.

### Exercise 3 — Handling Errors and Polish

Scenario: Now you'll make your sheet more professional by handling lookup errors gracefully and adding some finishing touches.

Tasks:

- Modify your VLOOKUP formulas to include IFERROR:  
=IFERROR(VLOOKUP(B2,tblMembers,2,FALSE),"Not Found").
- Test with a blank cell and an invalid Member ID (e.g., G999).
- Add light borders, shading, and a heading: Golf Club Membership Lookup System.
- Format all currency cells as £.
- Save your final version as GolfClubLookup\_Final.xlsx.

## Extra Exercise — Mail Merge: Membership Renewal Letters

### What you *can't* do in Word Online

- **You can't start or complete a traditional Mail Merge (no *Mailings* tab, no merge fields, no merge preview).**
- **You can't connect an Excel file as a recipient list or insert placeholders like <<Name>>.**
- **You can't "Finish & Merge" to generate individual letters.**

Scenario: The golf club wants to send renewal letters to all members whose memberships expire soon. You'll use Word Mail Merge with your Excel Members table as the data source.

### Tasks:

- Open Microsoft Word and create a new letter.
- Write a short template such as:

Dear <<Name>>,

This is a reminder that your <<Membership Type>> membership is due for renewal. The annual fee is £<<Annual Fee (£)>>.

Please renew by 31 March to continue enjoying all club benefits.

Kind regards,

Golf Club Administration.

- Go to Mailings → Start Mail Merge → Letters.

- Click Select Recipients → Use an Existing List, and choose your tblMembers Excel file.
- Insert the merge fields (Name, Membership Type, Annual Fee).
- Preview Results to check the letters.
- Finish and merge to create personalised letters for each member.
- Save as MembershipRenewalLetters.docx.