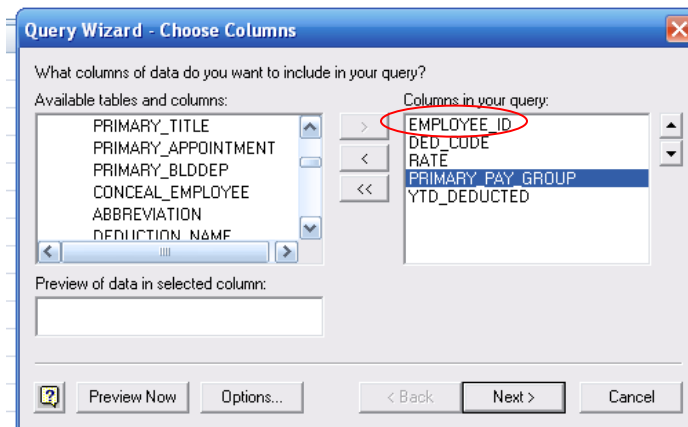


# Using VLOOKUP

Revised April 2020

You can use the VLOOKUP function to search the first column of the first sheet of an Excel workbook, match it with the first column of the second sheet of an Excel workbook, and move information from the second sheet of the workbook to the first sheet.

1. Select the information that you need for Sheet 1 of your workbook.
2. Select the information that you need for Sheet 2 of your workbook.
  - a. Make sure that you have the same first column on each sheet that you are using to match data. Both sheets must be sorted the same based on this column. I would recommend the employee ID for payroll, or a vendor #, receipt #, etc. for accounting.



3. Once you have data on both Sheet 1 and 2, return to Sheet 1. Click on line 2 of the next available column of Sheet 1.

	A	B	C	D	E	F	G	H	I	J	K
1	EMPLOYEE_ID	FIRST_NAME	LAST_NAME	STREET	CITY	STATE	ZIP_CODE	NEW_PAY_GROUP	NEW_JOB_TITLE		
2	ADAIR0010	FRIDGE	ADAIR	1 HOLLYWOOD BLVD	NEWARK	OH	43055	H	HOME EC TEACHER		
3	BIEB00050	JUSTIN	BIEBER	441 SINGER ST.	NEWARK	OH	43055	H	TEACHER		
4	BULL00050	SANDRA	BULLOCK	3131 MAIN STREET	NEWARK	OH	43055	H	PRINCIPAL		
5	EAST00150	CLINT	EASTWOOD	11406 STAR ROAD	NEWARK	OH	43055	H	TEACHER		
6	GER000050	RICHARD	GERE	100 HOLLYWOOD BLVD	NEWARK	OH	43055	H	PRINCIPAL		
7	GRE000050	RACHEL	GREEN	123 NORTH MAIN STREET	NEWARK	OH	43055	H	VERY HARD WORKER		
8	HANKS00050	TOM	HANKS	1 HOLLYWOOD BLVD	NEWARK	OH	43055	H	ACTOR		
9	HEPB00050	KATHERINE	HEPBURN	8039 MOVIE LANE	NEWARK	OH	43055	H	TEACHER		
10	JOLI00050	ANGELINA	JOLIE	5999 SOUTH STREET	NEWARK	OH	43055	H	TEACHER		
11	JONE00350	INDIANA	JONES	3640 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER		
12	PRES00250	ELVIS	PRESLEY	2226 SINGER ST.	NEWARK	OH	43055	H	MUSIC TEACHER		
13	PROG00150	FLO	PROGRESSIVE	95 COMMERCIAL STREET	NEWARK	OH	43055	H	TEACHER		
14	ROBB00050	CHRISTOPHER	ROBBIN	1705 CARTOON RD.	NEWARK	OH	43055	H	TEACHER		
15	ROBE00100	JULIA	ROBERTS	123 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER		
16	RYAN00250	MEG	RYAN	513 STAR ROAD	NEWARK	OH	43055	H	TEACHER		
17	SHRE00100	I	SHREK	117 CARTOON RD.	NEWARK	OH	43055	H	TEACHER		
18	SKYW00050	LUKE	SKYWALKER	4099 GALAXY ROAD	NEWARK	OH	43055	H	TEACHER		
19	VENT00050	JESSE	VENTURA	107 MAIN STREET	NEWARK	OH	43055	H	TEACHER		
20	WITH00050	REECE	WITHERSPOON	585 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER		
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4. Enter your VLOOKUP formula in that cell.
  - a. You can enter “=” in the cell, then select a recently used formula from the name box as shown in the image below.
  - b. Or you can click the insert function button (circled in the image below), then search for VLOOKUP.

	B	C	D	E	F	G	H	I	J	K
VLOOKUP									=	
NETWORKDAYS	ST_NAME	LAST_NAME	STREET	CITY	STATE	ZIP_CODE	NEW_PAY_GROUP	NEW_JOB_TITLE		
DATEVALUE	DGE	ADAIR	1 HOLLYWOOD BLVD	NEWARK	OH	43055	H	HOME EC TEACHER		
DATE	TIN	BIEBER	441 SINGER ST.	NEWARK	OH	43055	H	TEACHER		
SUM	DRA	BULLOCK	3131 MAIN STREET	NEWARK	OH	43055	H	PRINCIPAL		
AVERAGE	NT	EASTWOOD	1406 STAR ROAD	NEWARK	OH	43055	H	TEACHER		
IF	HARD	GERE	10		OH	43055	H	PRINCIPAL		
HYPERLINK	HEL	GREEN	12		OH	43055	H	VERY HARD WORKER		
COUNT	M	HANKS	1		OH	43055	H	ACTOR		
MAX	HERINE	HEPBURN	8039 MOVIE LANE	NEWARK	OH	43055	H	TEACHER		
More Functions...	10 JOLI00050	ANGELINA	JOLIE	5999 SOUTH STREET	NEWARK	OH	43055	H	TEACHER	
	11 JONE00350	INDIANA	JONES	3640 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER	
	12 PRES00250	ELVIS	PRESLEY	2226 SINGER ST.	NEWARK	OH	43055	H	MUSIC TEACHER	
	13 PROG00150	FLO	PROGRESSIVE	95 COMMERCIAL STREET	NEWARK	OH	43055	H	TEACHER	
	14 ROBB00050	CHRISTOPHER	ROBBIN	1705 CARTOON RD.	NEWARK	OH	43055	H	TEACHER	
	15 ROBE00100	JULIA	ROBERTS	123 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER	
	16 RYAN00250	MEG	RYAN	513 STAR ROAD	NEWARK	OH	43055	H	TEACHER	
	17 SHRE00100	I	SHREK	117 CARTOON RD.	NEWARK	OH	43055	H	TEACHER	
	18 SKYW00050	LUKE	SKYWALKER	4099 GALAXY ROAD	NEWARK	OH	43055	H	TEACHER	
	19 VENT00050	JESSE	VENTURA	107 MAIN STREET	NEWARK	OH	43055	H	TEACHER	
	20 WITH00050	REECE	WITHERSPOON	585 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER	
	21									
	22									

5. A Function Arguments box will appear. Complete the fields.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	EMPLOYEE_ID	FIRST_NAME	LAST_NAME	STREET	CITY	STATE	ZIP_CODE	GROUP	NEW_JOB_TITLE					
2	ADAIR0010	FRIDGE	ADAIR	1 HOLLYWOOD BLVD	NEWARK	OH	43055	H	HOME EC TEACHER	=VLOOKUP([@[EMPLOYEE_ID]],Sheet2!A:D,4,FALSE)				
3	BIEB00050	JUSTIN	BIEBER	441 SINGER ST.	NEWARK	OH	43055	H	TEACHER					
4	BULL00050	SANDRA	BULLOCK	3131 MAIN STREET	NEWARK	OH	43055	H	PRINCIPAL					
5	EAST00150	CLINT							ACHER					
6	GERO00050	RICHARD							NCIPAL					
7	GREE00050	RACHEL							RY HARD WORKER					
8	HANKS0050	TOM							TOR					
9	HEPB00050	KATHERINE							ACHER					
10	JOLI00050	ANGELINA							ACHER					
11	JONE00350	INDIANA							ACHER					
12	PRES00250	ELVIS							SIC TEACHER					
13	PROG00150	FLO							ACHER					
14	ROBB00050	CHRISTOPHER							ACHER					
15	ROBE00100	JULIA							ACHER					
16	RYAN00250	MEG							ACHER					
17	SHRE00100	I							ACHER					
18	SKYW00050	LUKE							ACHER					
19	VENT00050	JESSE							ACHER					
20	WITH00050	REECE							ACHER					
21														
22														
23														

- a. **Lookup\_value**
  1. Click on Cell A2 of Sheet 1
  2. Argument will populate (i.e. @EMPLOYEE\_ID)
  3. This means “look in column A, row 2 of Sheet1”
- b. **Table\_array**
  1. Click on Sheet 2
  2. Highlight column A thru the column you need retrieved; in this case column D
  3. Argument will populate (i.e. SHEET2!A:D)
  4. This means “Go to Sheet2 columns A through D to find and retrieve data”
- c. **Col\_index\_num**
  1. Enter number of column to be retrieved; in this case 4
  2. Argument will populate (i.e. 4)
  3. This means “If find match, retrieve data from the 4<sup>th</sup> column of the table array”
- d. **Range\_lookup**
  1. Enter “FALSE”
  2. This means “If no match, leave blank”
- e. Click OK.



6. The information from Sheet 2 will be pulled into Sheet 1.

	A	B	C	D	E	F	G	H	I	J	K
1	EMPLOYEE_ID	FIRST_NAME	LAST_NAME	STREET	CITY	STATE	ZIP_CODE	GROUP	NEW_JOB_TITLE	column1	
2	ADAIR0010	FRIDGE	ADAIR	1 HOLLYWOOD BLVD	NEWARK	OH	43055	H	HOME EC TEACHER	fadair@laca.org	
3	BIEB00050	JUSTIN	BIEBER	441 SINGER ST.	NEWARK	OH	43055	H	TEACHER	JBIEBER@LACA.ORG	
4	BULL00050	SANDRA	BULLOCK	3131 MAIN STREET	NEWARK	OH	43055	H	PRINCIPAL	SBULLOCK@LACA.ORG	
5	EAST00150	CLINT	EASTWOOD	11406 STAR ROAD	NEWARK	OH	43055	H	TEACHER	CEASTWOOD@LACA.ORG	
6	GER000050	RICHARD	GERE	100 HOLLYWOOD BLVD	NEWARK	OH	43055	H	PRINCIPAL	rgere@laca.org	
7	GREE00050	RACHEL	GREEN	123 NORTH MAIN STREET	NEWARK	OH	43055	H	VERY HARD WORKER	RGREEN@LACA.ORG	
8	HANKS0050	TOM	HANKS	1 HOLLYWOOD BLVD	NEWARK	OH	43055	H	ACTOR	thanks@laca.org	
9	HEPB00050	KATHERINE	HEPBURN	8039 MOVIE LANE	NEWARK	OH	43055	H	TEACHER	KHEPBURN@LACA.ORG	
10	JOLI00050	ANGELINA	JOLIE	5999 SOUTH STREET	NEWARK	OH	43055	H	TEACHER	AJOLIE@LACA.ORG	
11	JONE00350	INDIANA	JONES	3640 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER	IJONES@laca.org	
12	PRES00250	ELVIS	PRESLEY	2226 SINGER ST.	NEWARK	OH	43055	H	MUSIC TEACHER	epresley@laca.org	
13	PROG00150	FLO	PROGRESSIVE	95 COMMERCIAL STREET	NEWARK	OH	43055	H	TEACHER	FPROGRESSIVE@LACA.ORG	
14	ROBB00050	CHRISTOPHER	ROBBIN	1705 CARTOON RD.	NEWARK	OH	43055	H	TEACHER	CROBBIN@LACA.ORG	
15	ROBE00100	JULIA	ROBERTS	123 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER	jroberts@laca.org	
16	RYAN00250	MEG	RYAN	513 STAR ROAD	NEWARK	OH	43055	H	TEACHER	mryan@laca.org	
17	SHRE00100	I	SHREK	117 CARTOON RD.	NEWARK	OH	43055	H	TEACHER	ISHREK@laca.org	
18	SKYW00050	LUKE	SKYWALKER	4099 GALAXY ROAD	NEWARK	OH	43055	H	TEACHER	LSKYWALKER@laca.org	
19	VENT00050	JESSE	VENTURA	107 MAIN STREET	NEWARK	OH	43055	H	TEACHER	jventura@laca.org	
20	WITH00050	REECE	WITHERSPOON	585 HOLLYWOOD BLVD	NEWARK	OH	43055	H	TEACHER	rwITHERSPOON@laca.org	
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- You can transfer information from more than one column on Sheet 2 to Sheet 1. To do so, repeat steps 3 through 6 as many times as necessary.
- You can create more than two sheets and transfer information from all other sheets to Sheet 1.