How to Use the VLOOKUP Function in Excel

Open both spreadsheets. In spreadsheet 1 insert a new column (can be labeled Match)
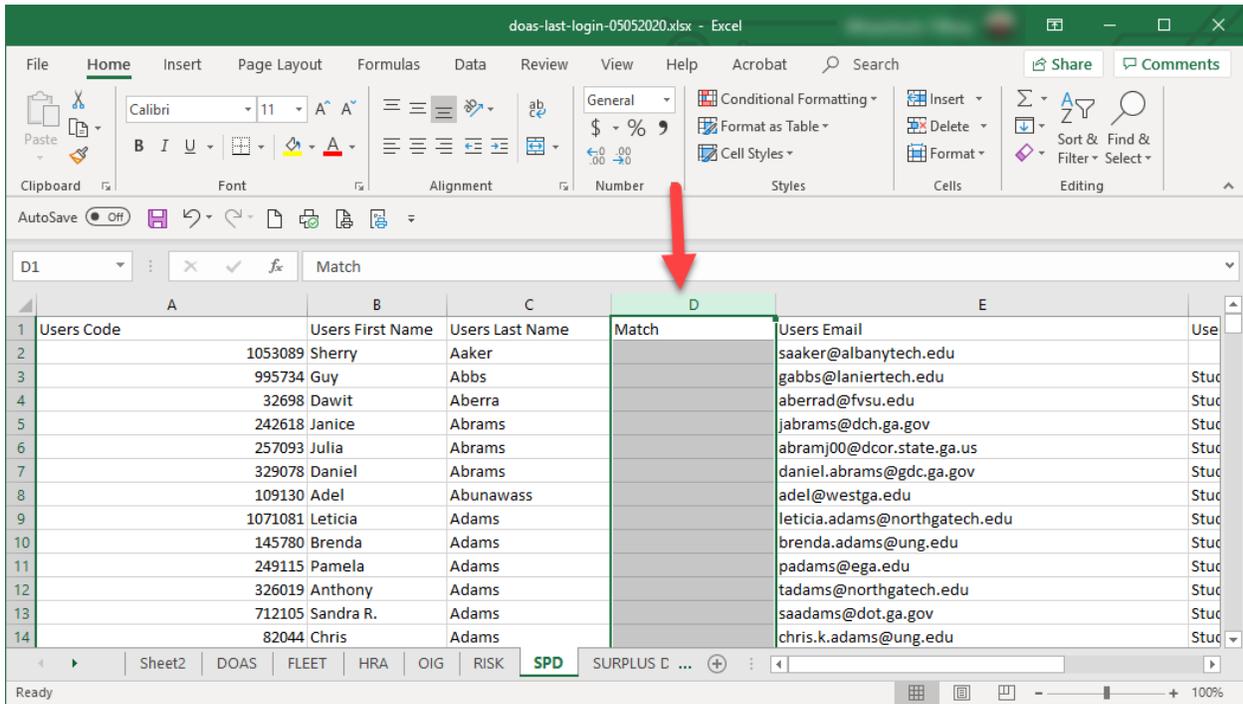
In the first cell of data type the function *=vlookup(*

Select your lookup value followed by a comma
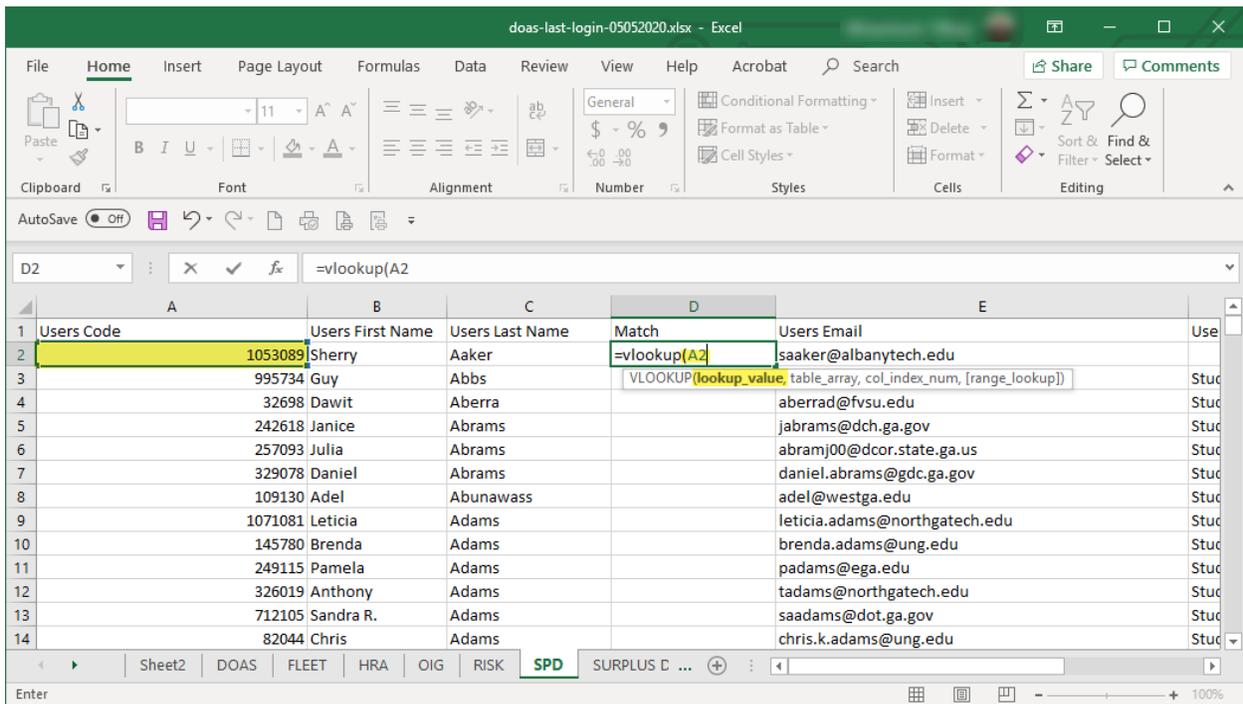
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Go to spreadsheet 2 and highlight the cells you want to use as the table array for the comparison followed by a comma
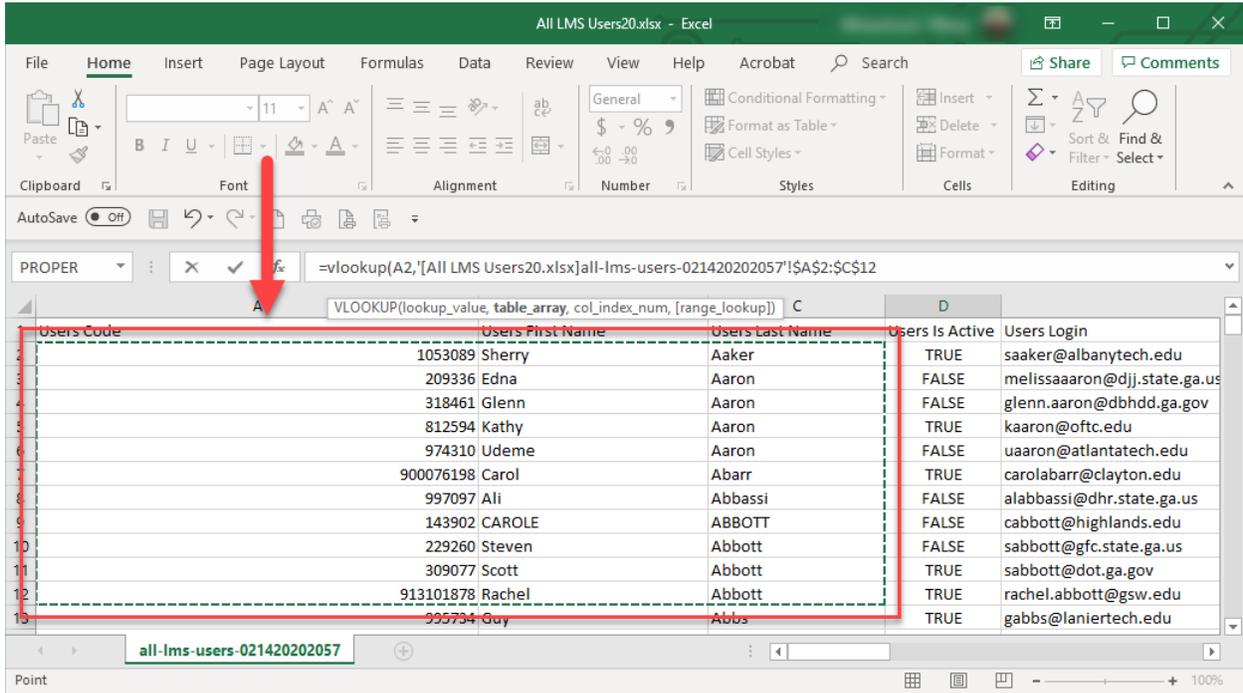
Enter a numeric value for the column index followed by a comma (this is the value you would like returned if there is a match, in this case it is column number 3)
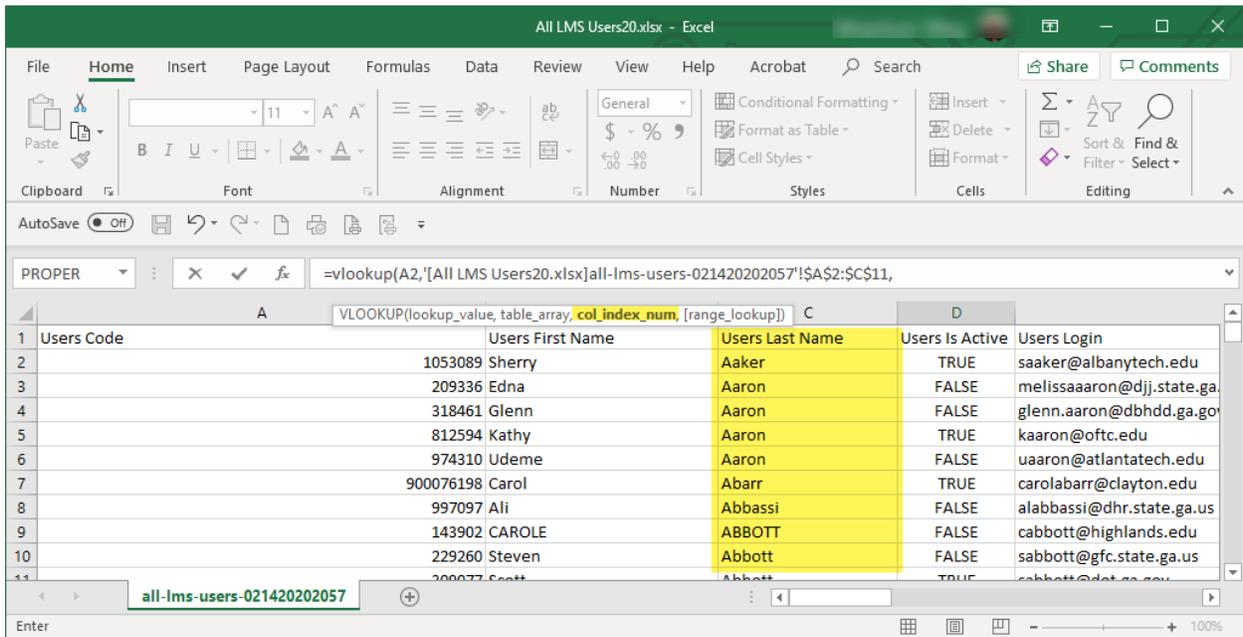
You will be taken back to spreadsheet 1. Select False to search for exact matches then click Enter
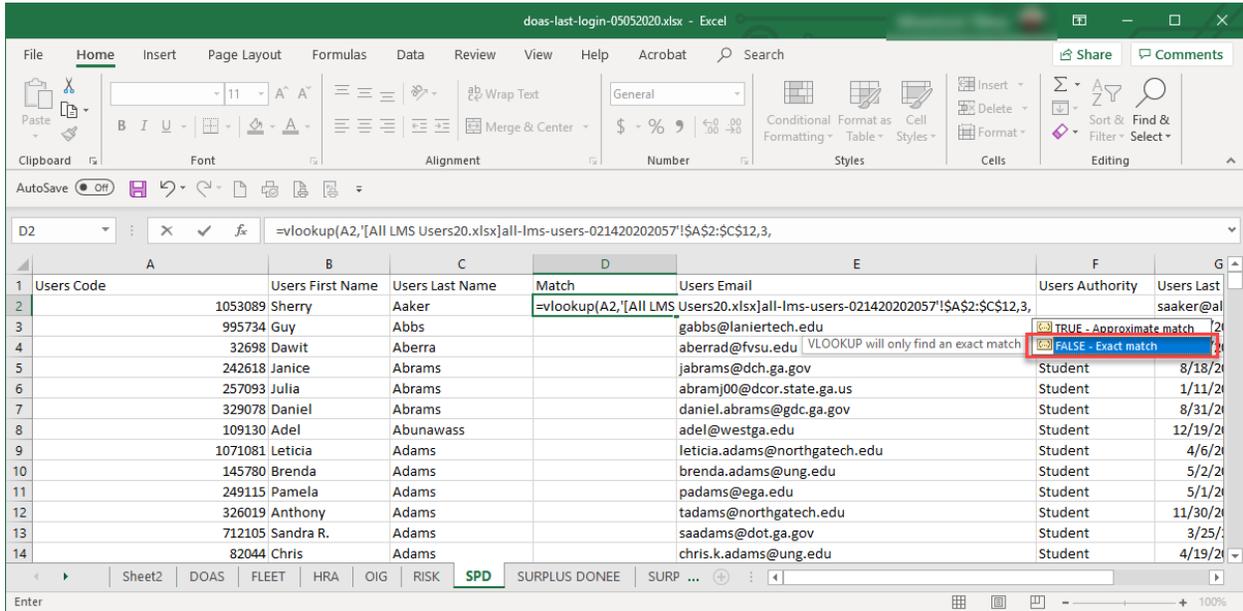
The value you selected will populate if a match is found. Drag the + in the bottom right hand corner to copy the formula to the remaining cells
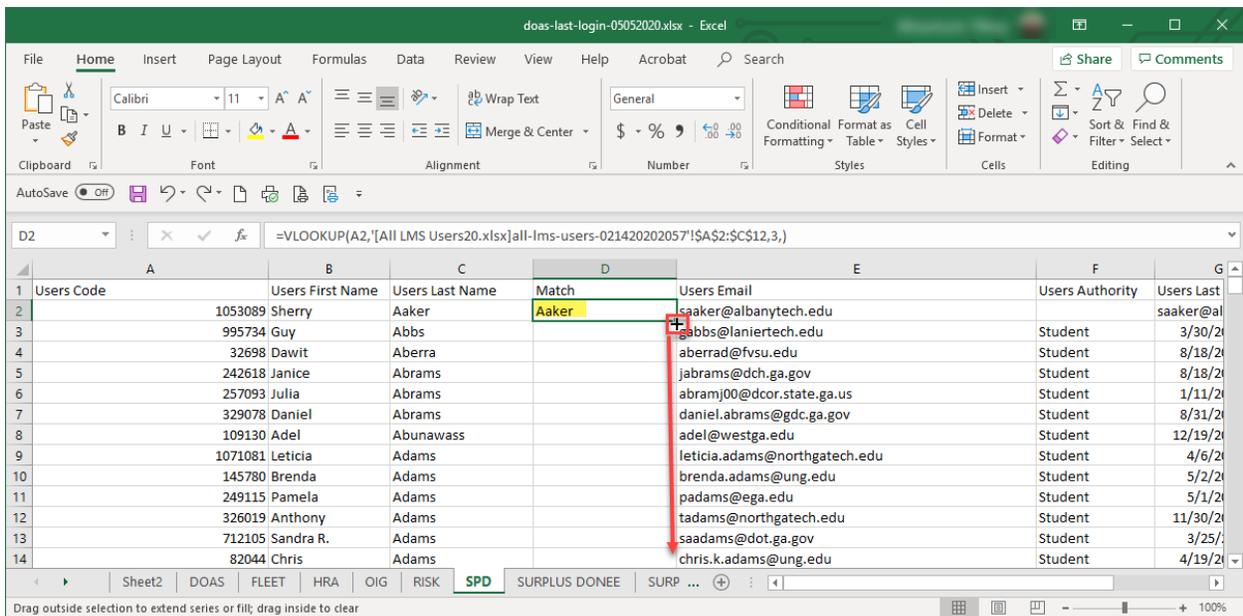
The values will then populate for any other matches. Use this column to filter the matches