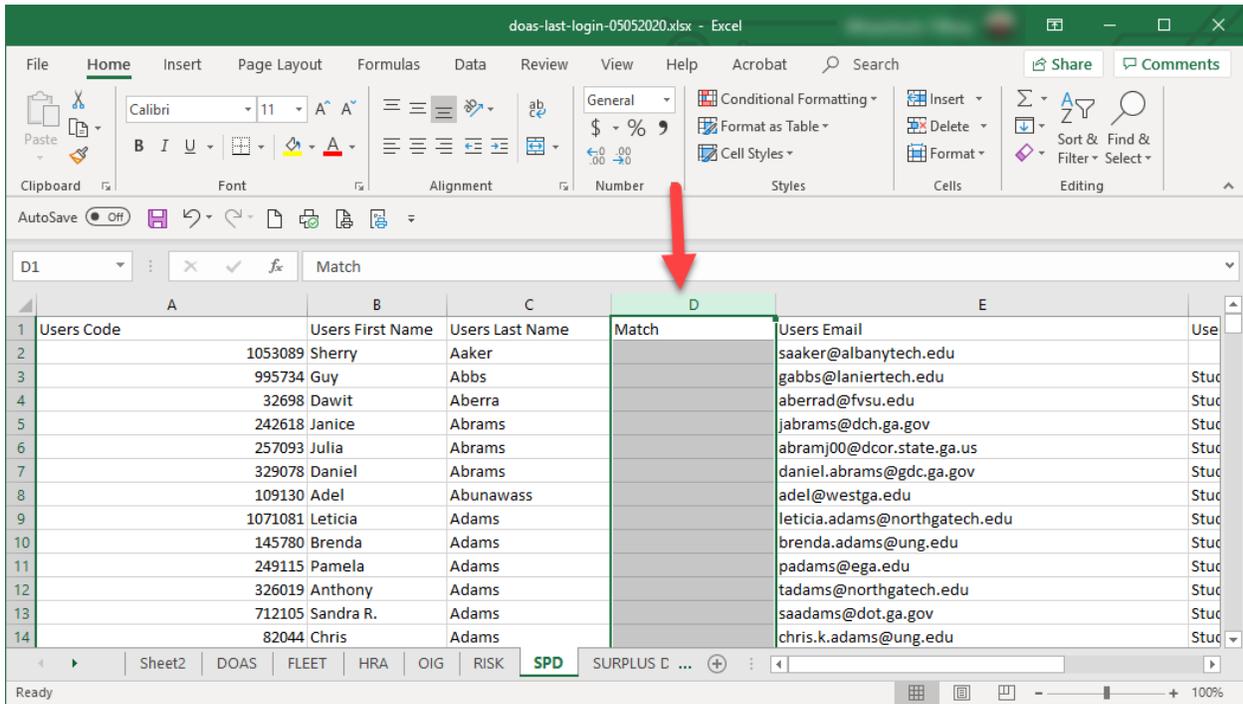


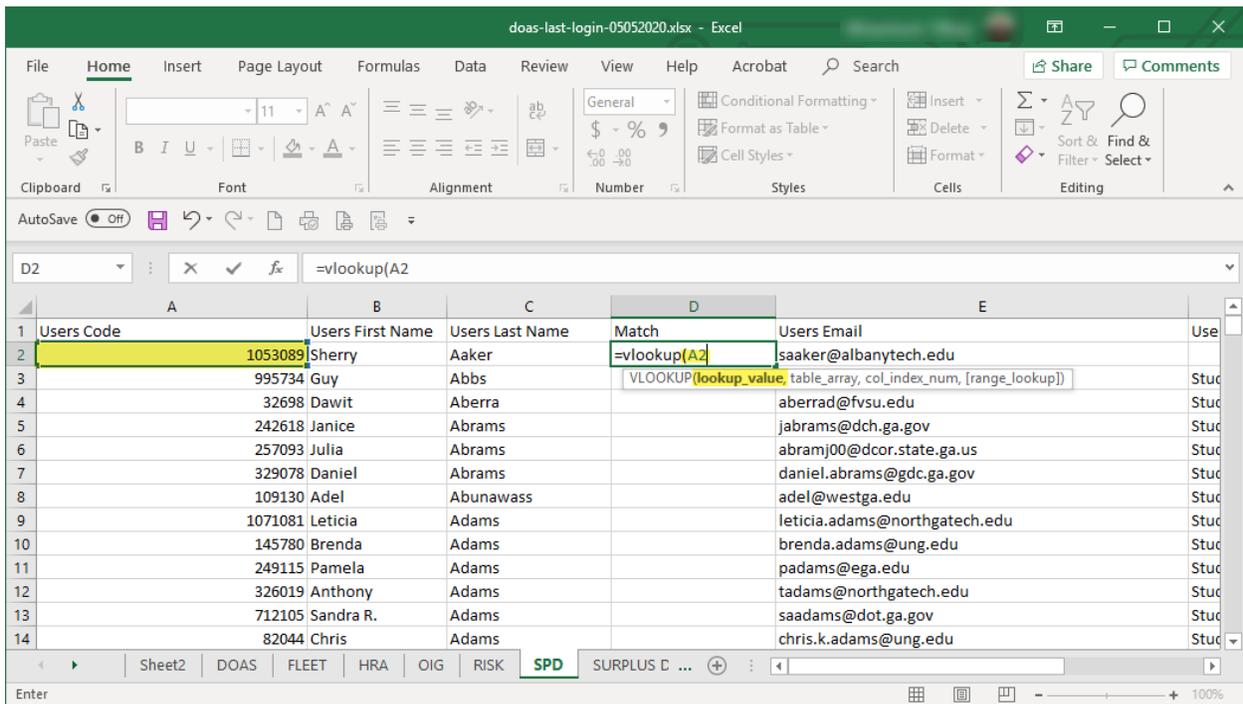
# How to Use the VLOOKUP Function in Excel

Open both spreadsheets. In spreadsheet 1 insert a new column (can be labeled Match)



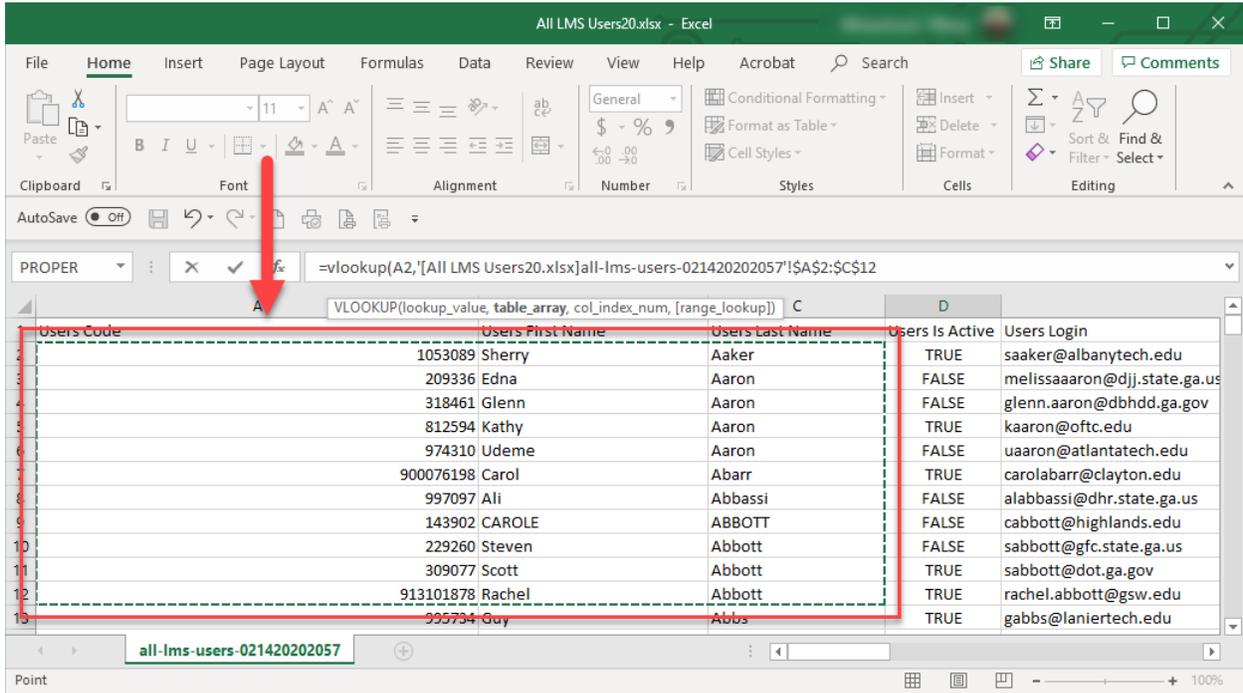
In the first cell of data type the function `=vlookup`

Select your lookup value followed by a comma

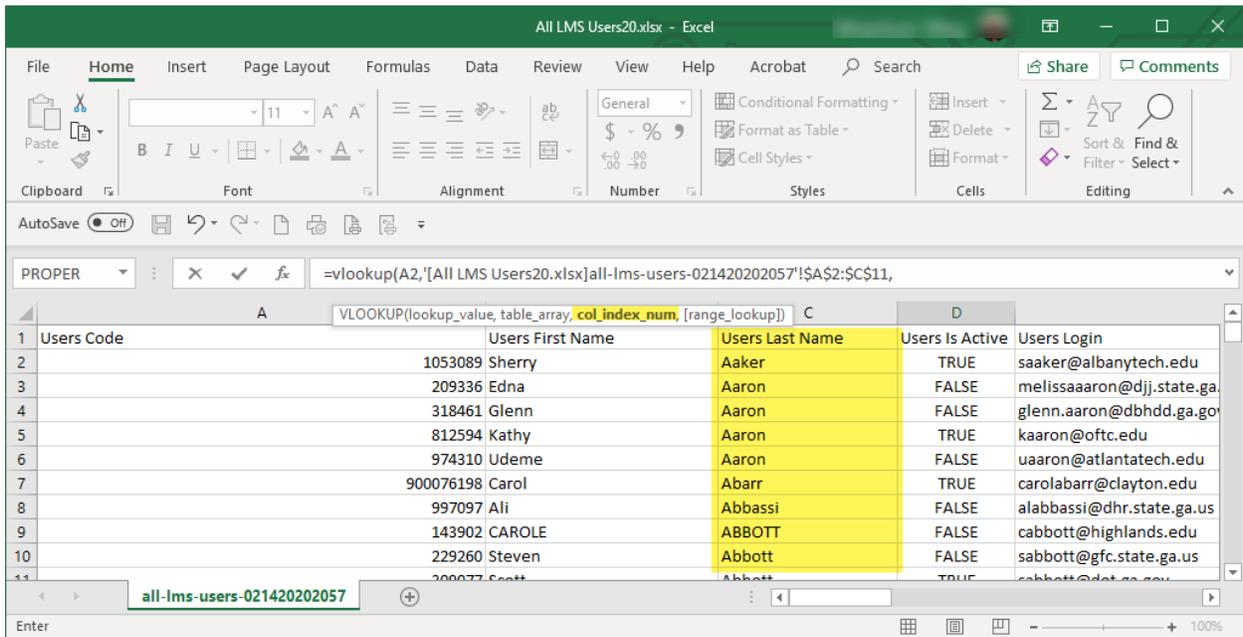


# How to Use the VLOOKUP Function in Excel

Go to spreadsheet 2 and highlight the cells you want to use as the table array for the comparison followed by a comma

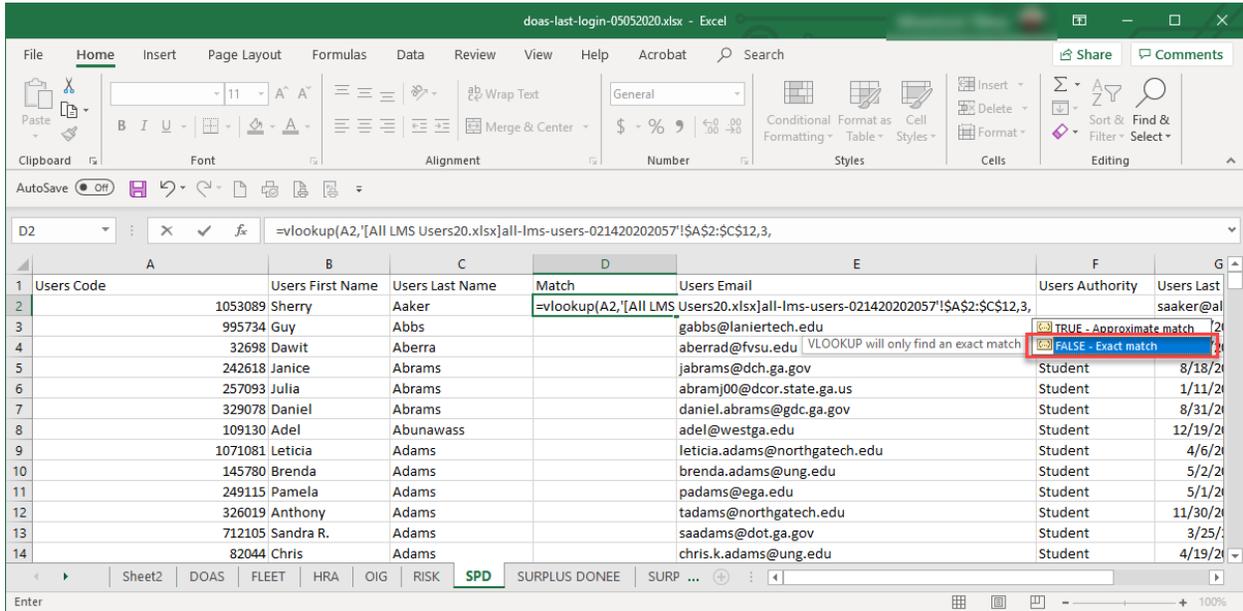


Enter a numeric value for the column index followed by a comma (this is the value you would like returned if there is a match, in this case it is column number 3)

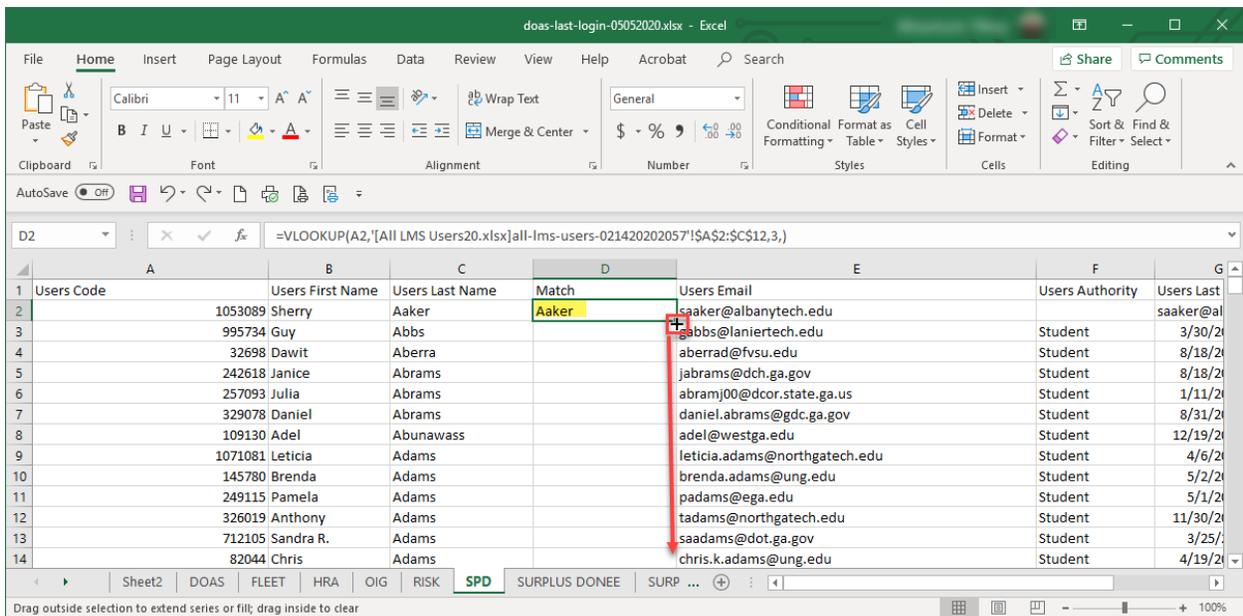


# How to Use the VLOOKUP Function in Excel

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



# How to Use the VLOOKUP Function in Excel

The values will then populate for any other matches. Use this column to filter the matches

The screenshot shows an Excel spreadsheet with the following data:

Users Code	Users First Name	Users Last Name	Match	Users Email	Users Authority	Users Last
1053089	Sherry	Aaker	Aaker	saaker@albanytech.edu		saaker@al
995734	Guy	Abbs	#N/A	gabbs@laniertech.edu	Student	3/30/2
32698	Dawit	Aberra	#N/A	aberrad@fvsu.edu	Student	8/18/2
242618	Janice	Abrams	#N/A	jabrams@dch.ga.gov	Student	8/18/2
257093	Julia	Abrams	#N/A	abramj00@dcor.state.ga.us	Student	1/11/2
329078	Daniel	Abrams	#N/A	daniel.abrams@gdc.ga.gov	Student	8/31/2
109130	Adel	Abunawass	#N/A	adel@westga.edu	Student	12/19/2
1071081	Leticia	Adams	#N/A	leticia.adams@northgatech.edu	Student	4/6/2
145780	Brenda	Adams	#N/A	brenda.adams@ung.edu	Student	5/2/2
249115	Pamela	Adams	#N/A	padams@ega.edu	Student	5/1/2
326019	Anthony	Adams	#N/A	tadams@northgatech.edu	Student	11/30/2
712105	Sandra R.	Adams	#N/A	dams@dot.ga.gov	Student	3/25/
82044	Chris	Adams		chris.k.adams@ung.edu	Student	4/19/2