

How to Use the VLOOKUP Function in Excel

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

	A	B	C	D	E	F	G	H	I	J
1	Users Code	Users First Name	Users Last Name	Agency	Organizations Name	Users Email	MATCH			
2	1048146	Lorraine	Alexander	Albany Technical College	State Purchasing	lalexander@albanytech.edu				
3	552526	Barbara	Brown	Albany Technical College	State Purchasing	bbrown@albanytech.edu				
4	729228	Roy	Calhoun	Albany Technical College	State Purchasing	rcalhoun@albanytech.edu				
5	818501	Marilyn	Carter	Albany Technical College	State Purchasing	mcarter@albanytech.edu				
6	572555	Helen	Catt	Albany Technical College	State Purchasing	hcatt@albanytech.edu				
7	815168	Tomekia	Cooper	Albany Technical College	State Purchasing	tcooper@albanytech.edu				
8	556596	Linda	Coston	Albany Technical College	State Purchasing	lcoston@albanytech.edu				
9	926945	Beth	Davis	Albany Technical College	State Purchasing	bdavis@albanytech.edu				
10	980940	Virginia	Denton	Albany Technical College	State Purchasing	adenton@albanytech.edu				
11	1029708	Lola	Edwards	Albany Technical College	State Purchasing	ledwards@albanytech.edu				
12										
13										
14										

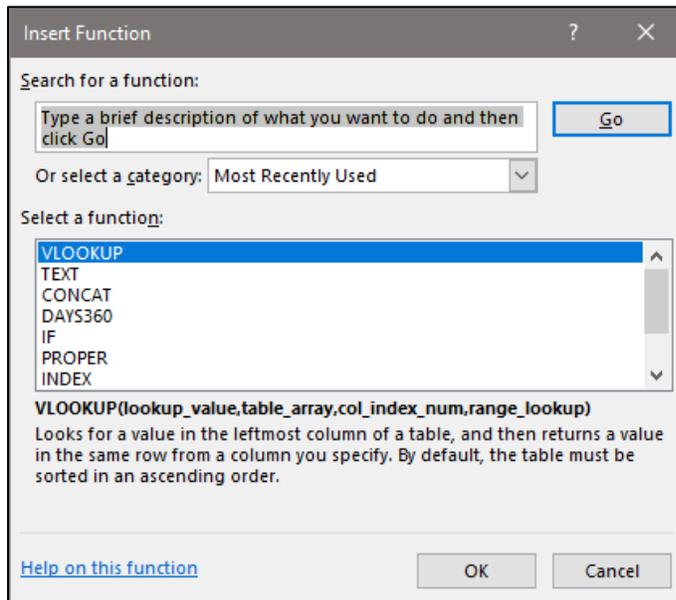
In the first cell of the new column

Click the **fx** symbol

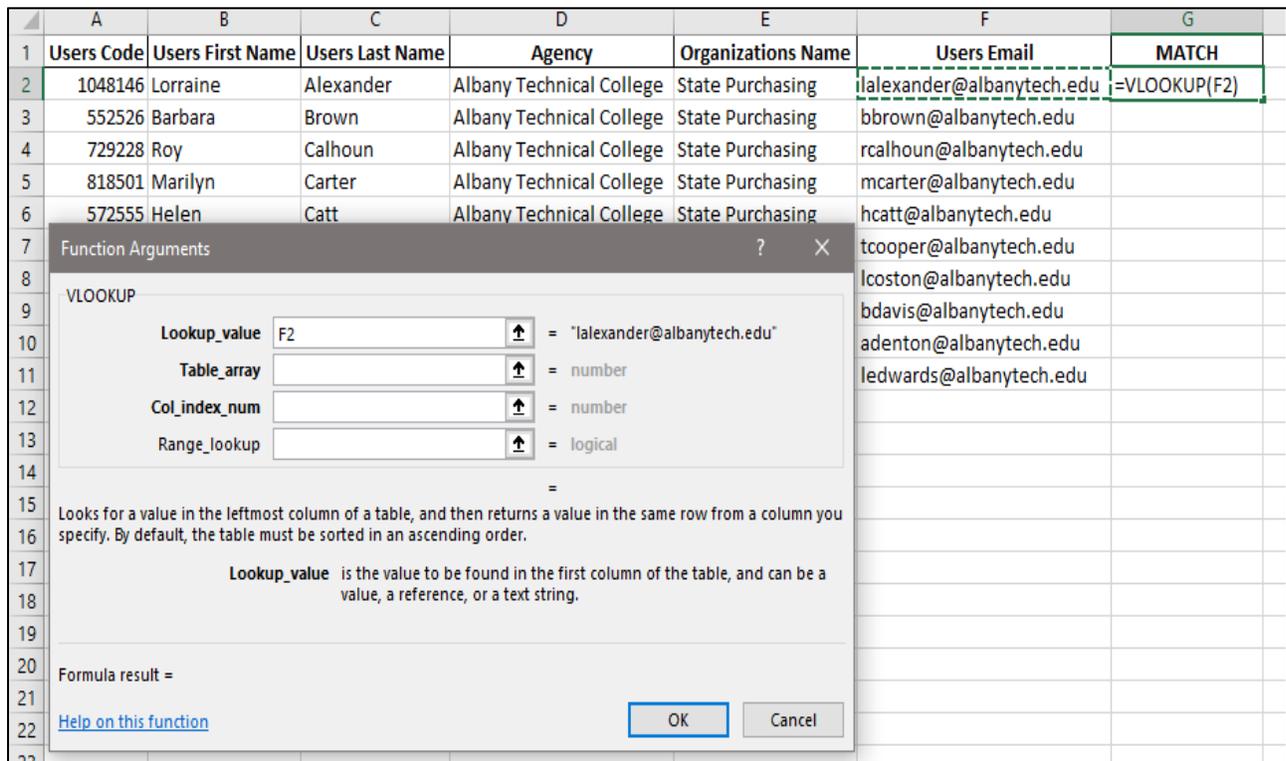
The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar at the top shows 'G2' and the 'fx' symbol is highlighted with a blue arrow. Below the formula bar, the spreadsheet grid is visible, showing columns A through H and rows 1 through 5. The data in the grid matches the table shown in the previous image. The 'MATCH' column (G) is currently empty.

How to Use the VLOOKUP Function in Excel

This will open the function shortcut tool. Select VLOOKUP and click OK.



Click in the field for Lookup-value and click on the field (on spreadsheet 1) that you want to compare. In this example, it's F2, the email field. This field should always be unique to each record on your file.



How to Use the VLOOKUP Function in Excel

Click in the Table array field, and go spreadsheet 2. Click on the same set of data that contains the field you want to compare (email). In this example, it is column E.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Company	Dept ID	Dept Name	Name	Email ID									
2	820	8209800007	Payroll - Institutional Suppo	Alexander,Lorraine G	lalexander@albanytech.edu									
3	820	8209800004	Payroll - Academic Support	Andrews,Lakeisha E	landrews@albanytech.edu									
4	820	8209800004	Payroll - Academic Support	Baker,Tina Marie	tbaker@albanytech.edu									
5	820	8209800004	Payroll - Academic Support	Beard,Jordan C	jbeard@albanytech.edu									
6	820	8209800004	Payroll - Academic Support	Bennett,Amayia Racine	imayiabennett215@yahoo.com									
7	820	8209800004	Payroll - Academic Support	Bradley,Brandon H	bbradley@albanytech.edu									
8	820	8209800004	Payroll - Academic Support	Calhoun,Roy	rcalhoun@albanytech.edu									
9	820	8209800004	Payroll - Academic Support	Carter,Marilyn Favors	mcarter@albanytech.edu									
10	820	8209800004	Payroll - Academic Support	Collins,Linda Joyce	lcollins@albanytech.edu									
11	820	8209800004	Payroll - Academic Support	Coney,Stephanie Michelle	sconey@southernregional.edu									
12	820	8209800004	Payroll - Academic Support	Cooper,Tomekia	TCooper@albanytech.edu									
13	820	8209800004	Payroll - Academic Support	Coston,Linda H.	lcoston@albanytech.edu									
14	820	8209800004	Payroll - Academic Support	Dancer,Lashea Robinson.	ldancer@southernregional.edu									
15	820	8209800004	Payroll - Academic Support	Davis,Angela D.	addavis@albanytech.edu									
16	820	8209800004	Payroll - Academic Support	Coston,Linda H.	lcoston@albanytech.edu									
17	820	8209800004	Payroll - Academic Support	Dawkins,Jad A	jdawkins@albanytech.edu									
18	820	8209800004	Payroll - Academic Support	Dees,Brittany Michelle	brittany_morrison007@yahoo.com									
19	820	8209800004	Payroll - Academic Support	Dorsey,Jessica N	jdorsey@albanytech.edu									
20	820	8209800004	Payroll - Academic Support	Fedrick,Janice	jfredrick@albanytech.edu									
21														
22														

Function Arguments

VLOOKUP

Lookup_value: F2 = "lalexander@albanytech.edu"

Table_array: xlsx\Sheet2!\\$E\\$2:\\$E\\$20 = {"lalexander@albanytech.edu";"landre"

Col_index_num: = number

Range_lookup: = logical

Formula result =

[Help on this function](#) OK Cancel

In the Col_index_num field, enter the numeric column number you want to appear on spreadsheet 1. In this example, it's column 1.

Range_lookup field should be false. Click OK.

Function Arguments

VLOOKUP

Lookup_value: F2 = "lalexander@albanytech.edu"

Table_array: xlsx\Sheet2!\\$E\\$2:\\$E\\$20 = {"lalexander@albanytech.edu";"landre"

Col_index_num: 1 = 1

Range_lookup: false = FALSE

Formula result = lalexander@albanytech.edu

[Help on this function](#) OK Cancel

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

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If there is a match, it will appear in the data field on spreadsheet 1.

	A	B	C	D	E	F	G	H	I
1	Users Code	Users First Name	Users Last Name	Agency	Organizations Name	Users Email	MATCH		
2	1048146	Lorraine	Alexander	Albany Technical College	State Purchasing	lalexander@albanytech.edu	lalexander@albanytech.edu		
3	552526	Barbara	Brown	Albany Technical College	State Purchasing	bbrown@albanytech.edu			
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6	572555	Helen	Catt	Albany Technical College	State Purchasing	hcatt@albanytech.edu			
7	815168	Tomekia	Cooper	Albany Technical College	State Purchasing	tcooper@albanytech.edu			
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11	1029708	Lola	Edwards	Albany Technical College	State Purchasing	ledwards@albanytech.edu			
12									
13									
14									

Drag the + in the bottom right hand corner to copy the formula to the remaining cells

	A	B	C	D	E	F	G	H
1	Users Code	Users First Name	Users Last Name	Agency	Organizations Name	Users Email	MATCH	
2	1048146	Lorraine	Alexander	Albany Technical College	State Purchasing	lalexander@albanytech.edu	lalexander@albanytech.edu	
3	552526	Barbara	Brown	Albany Technical College	State Purchasing	bbrown@albanytech.edu	#N/A	
4	729228	Roy	Calhoun	Albany Technical College	State Purchasing	rcalhoun@albanytech.edu	rcalhoun@albanytech.edu	
5	818501	Marilyn	Carter	Albany Technical College	State Purchasing	mcarter@albanytech.edu	mcarter@albanytech.edu	
6	572555	Helen	Catt	Albany Technical College	State Purchasing	hcatt@albanytech.edu	#N/A	
7	815168	Tomekia	Cooper	Albany Technical College	State Purchasing	tcooper@albanytech.edu	TCooper@albanytech.edu	
8	556596	Linda	Coston	Albany Technical College	State Purchasing	lcoston@albanytech.edu	lcoston@albanytech.edu	
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11	1029708	Lola	Edwards	Albany Technical College	State Purchasing	ledwards@albanytech.edu	#N/A	
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In summary, this process lets you match data from 2 different files using one unique data field.