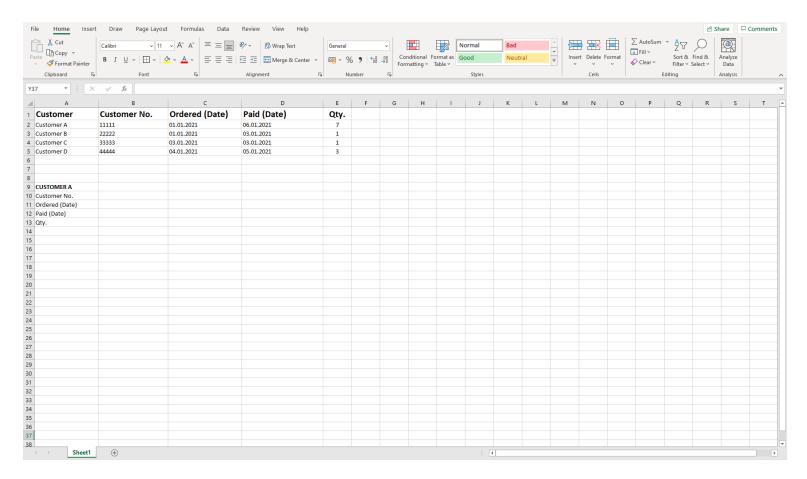
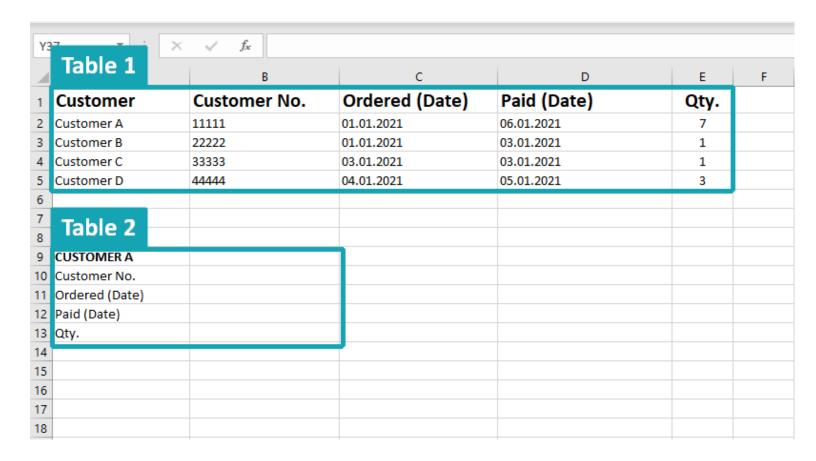
How to setup the VLOOKUP function in Excel

team FlowShare



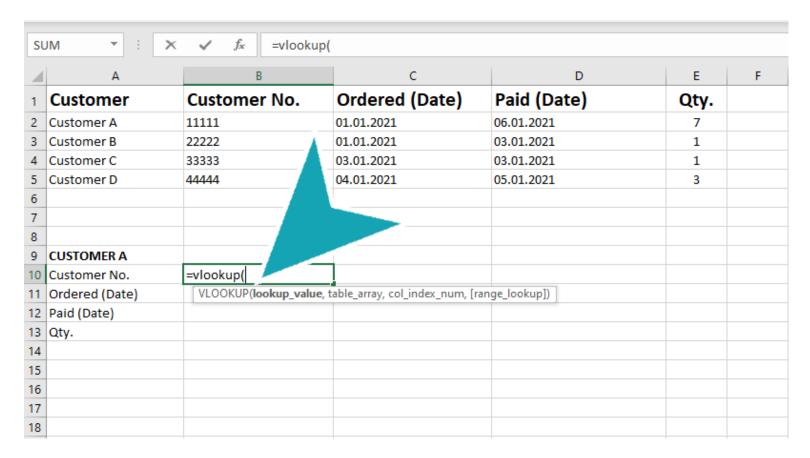
The VLOOKUP function in Excel is an essential tool to transfer large amounts of data from one table to another. For small tables you could certainly do this task manually, but once you need to transfer hundreds or even thousands of values, you will need to know this function.





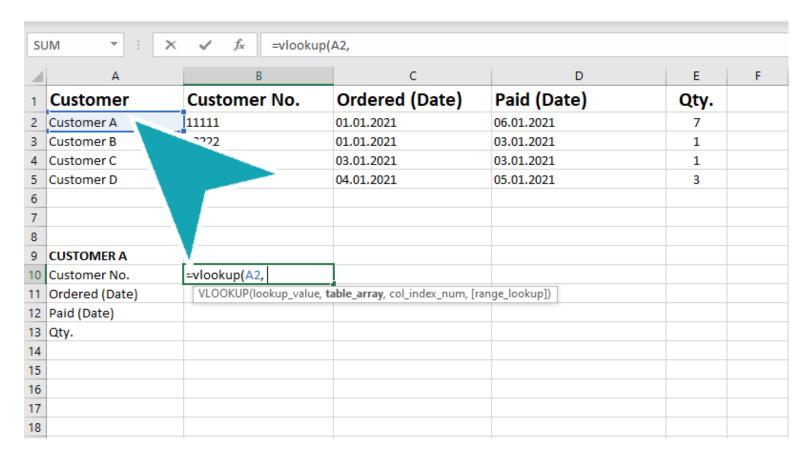
In this case, we want to transfer the information on Customer A from Table 1 to Table 2.





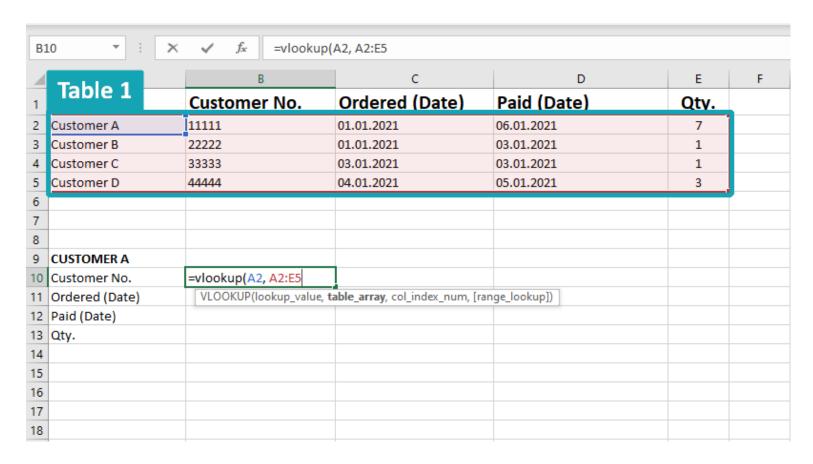
To do so, we will select a panel to which we want to transfer specific information. In this case we want to transfer the customer number. Double-click 'B10' and enter the formula code '=vlookup('. You will thereby activate the VLOOKUP function.





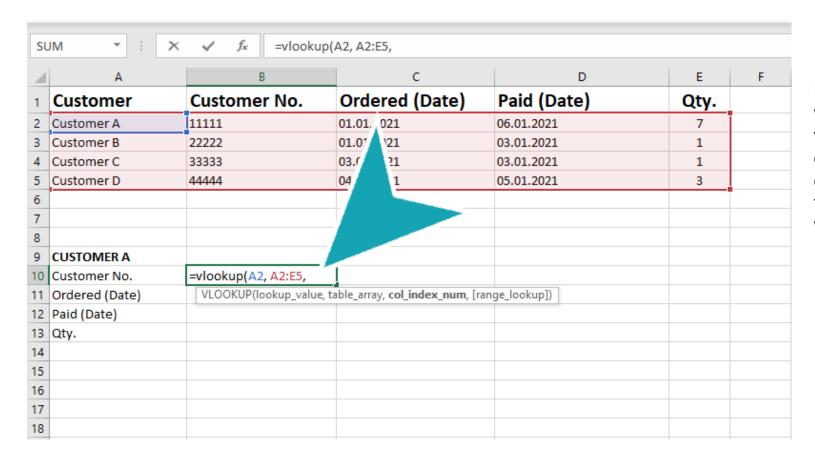
First up, you need to enter your lookup value, i.e. the value for which you want to transfer data. In this case, the value is Customer A. Click panel 'A2'. As you can see, the value is added to your formula.





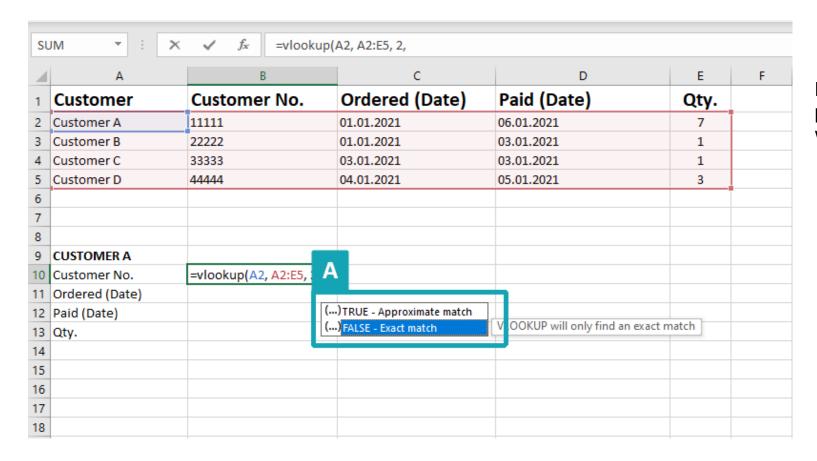
Next, you need to define the section of the spreadsheet from which you want to source your data. Select the area of Table 1, i.e. 'A2-E5'.





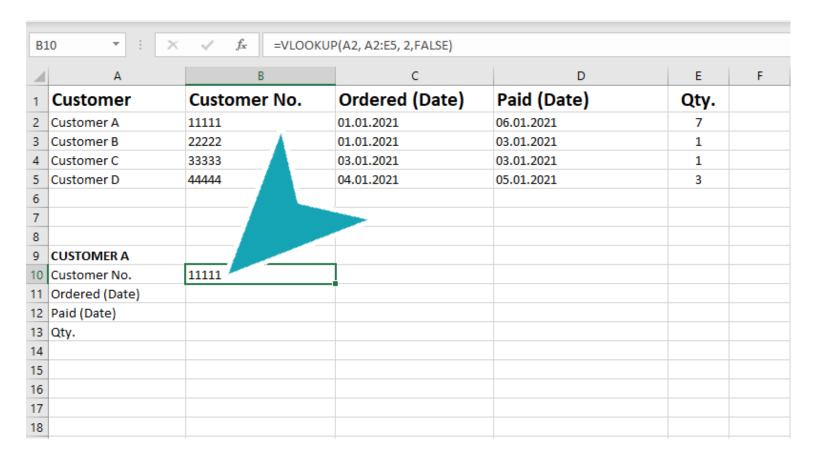
Now, you need to specify the column from which you are sourcing the particular value that you want for this panel, i.e. the customer number. Because the number can be found in the second column from the left, enter the value '2' (first columns would be 1, third column 3, etc.).





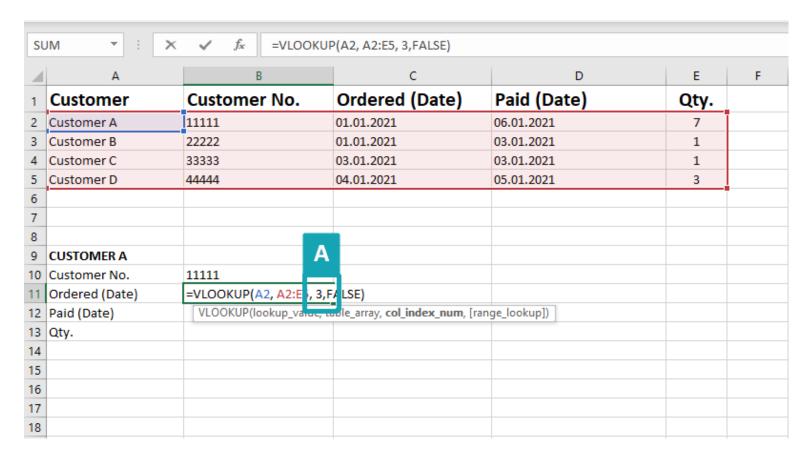
Lastly, choose whether VLOOKUP will produce broad or exact matches (A). We want exact matches only.





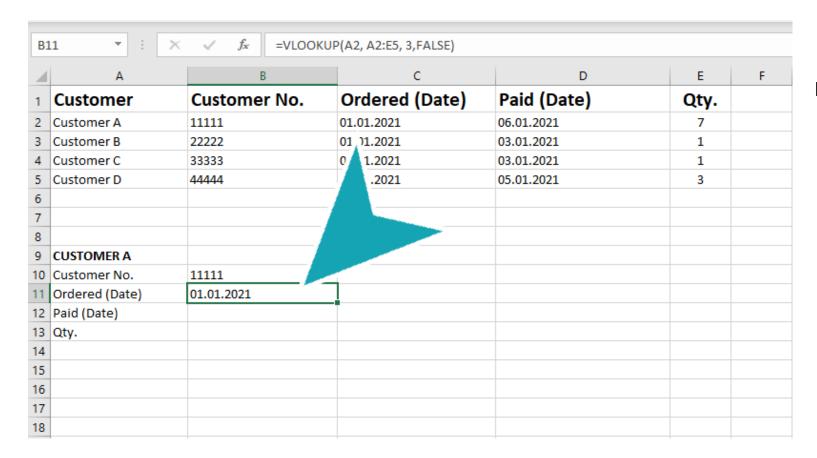
Finally, close your parentheses and hit Enter. As you see, the correct value, i.e. the customer number, appears.





Simply copy-paste this formula in the next panel. Don't forget to adapt the column for the exact value that you want to source! Since we now want the order date, which is in the third column, we need to replace the '2' with a '3'.





Hit Enter.

