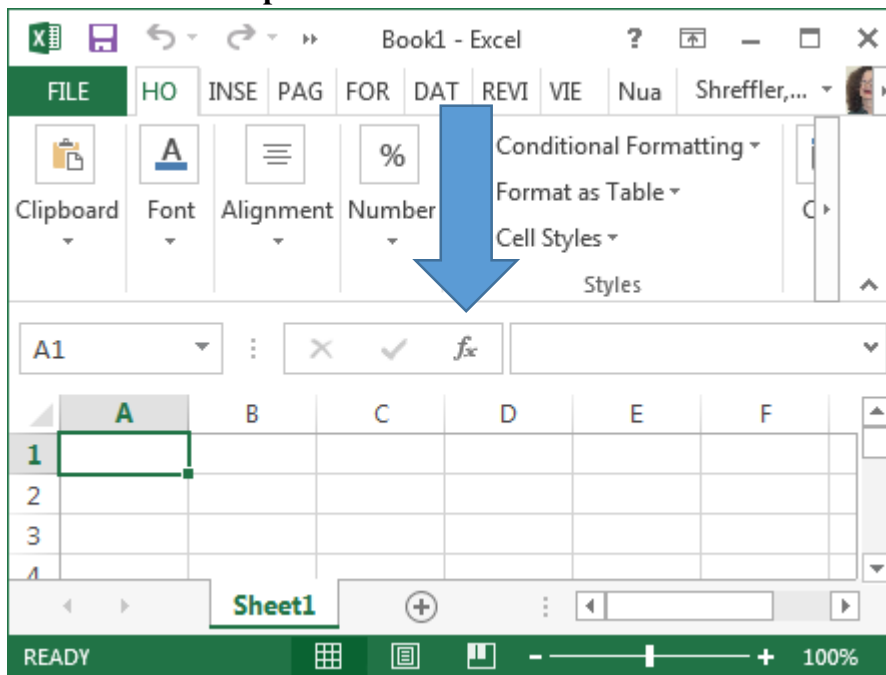


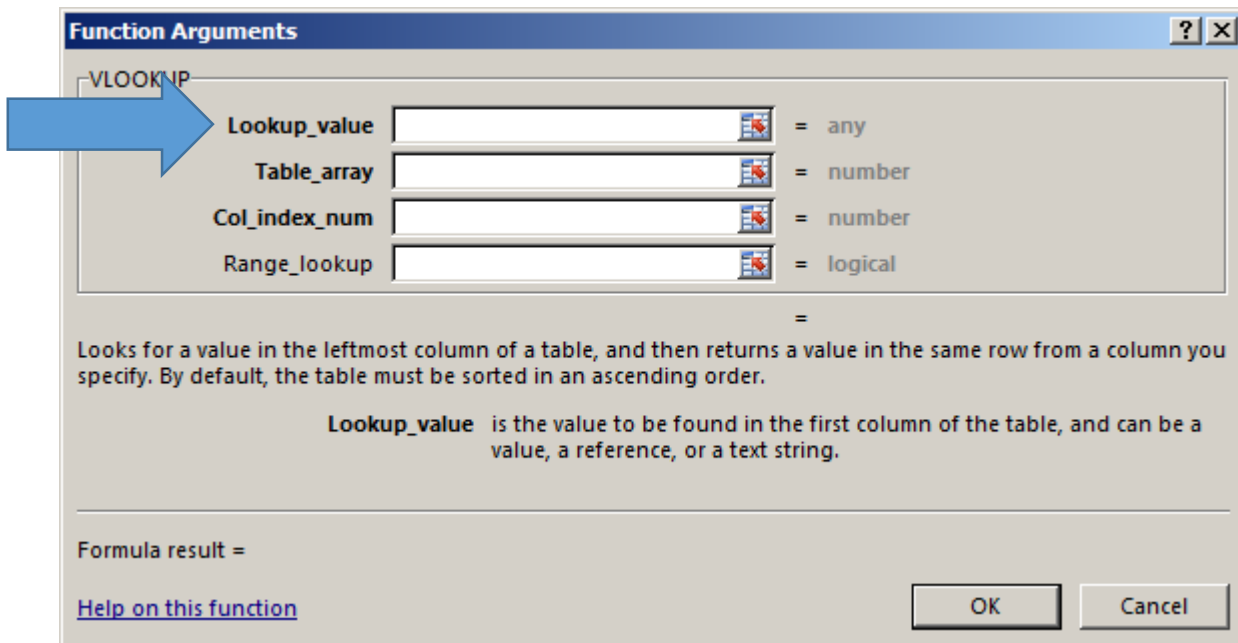
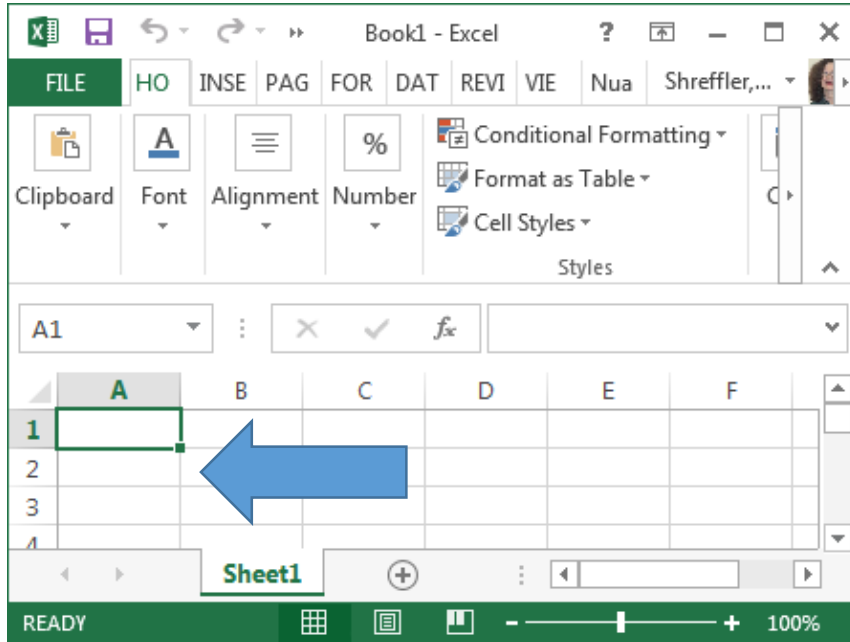
VLOOKUP Cheat Sheet

Primary Purpose: To combine information from two spreadsheets, each of which contains a common unique identifier. This process is also used for comparing information from two spreadsheets.

1. Pick one of the spreadsheets to be your primary spreadsheet.
2. You may need to save both spreadsheets as CSV. VLOOKUP is a bit fussy!
3. On the primary spreadsheet, add headers for the column(s) you want to bring over to it.
4. Select the cell under the newly created column header.
5. Select the VLOOKUP function.



6. Select your Lookup value. This will be on Spreadsheet #1. Your Lookup value is the unique identifier that is common to both spreadsheets. In this example, the Lookup value will be A2. The A1 field will contain the header information. This information **MUST** appear in the first column.



- 7. IMPORTANT – Tab from LookUp_value to Table_array and all other input fields. Select your Table array – this will be from Spreadsheet# 2. Select all cells with content excluding the header!**
- 8. Next, select the Col_index_num -- this is also from Spreadsheet# 2 in that array you previously selected!!! This will be the column number of column that contains the information you want to bring over into Sheet 1.**
- 9. Lastly input the Range_Lookup argument. Put False. This requires an exact match, which is what you want in this case.**
- 10. HIT ENTER! You have now combined the desired information of two spreadsheets into one!**
- 11. In Spreadsheet #1, select the column with your newly added information from Spreadsheet #2. Select the entire new column and copy it (right click copy). Now right click and select “paste special” and then select “values”. Paste in the revised text. You need to add this step because you used a function in the cells to insert the information. This step strips out the coding and leaves you with your desired information.**
- 12. Enjoy your spiff new spreadsheet with actionable information!**