

SPECIAL CHARACTERS

CHEAT SHEET

ALT +

1	☺	38	&	75	K	112	p	149	ò	186		223	■
2	☹	39	'	76	L	113	q	150	û	187	┘	224	α
3	♥	40	(77	M	114	r	151	ù	188	┘	225	β
4	♦	41)	78	N	115	s	152	ÿ	189	┘	226	Γ
5	♣	42	*	79	O	116	t	153	Ö	190	┘	227	π
6	♠	43	+	80	P	117	u	154	Ü	191	┘	228	Σ
7	•	44	,	81	Q	118	v	155	ç	192	┘	229	σ
8	□	45	-	82	R	119	w	156	£	193	┘	230	μ
9	○	46	.	83	S	120	x	157	¥	194	┘	231	τ
10	■	47		84	T	121	y	158	₣	195	┘	232	Φ
11	♂	48	0	85	U	122	z	159	f	196	-	233	Θ
12	♀	49	1	86	V	123	{	160	á	197	+	234	Ω
13	♪	50	2	87	W	124		161	í	198	┘	235	δ
14	♫	51	3	88	X	125	}	162	ó	199	┘	236	∞
15	⚙	52	4	89	Y	126	~	163	ú	200	┘	237	φ
16	▶	53	5	90	Z	127	◻	164	ñ	201	┘	238	ε
17	◀	54	6	91	[128	Ç	165	Ñ	202	┘	239	∩
18	↕	55	7	92	\	129	ü	166	ª	203	┘	240	≡
19	!!	56	8	93]	130	é	167	º	204	┘	241	±
20	¶	57	9	94	^	131	â	168	¿	205	-	242	≥
21	§	58	:	95	_	132	ä	169	¬	206	┘	243	≤
22	-	59	;	96	`	133	à	170	¬	207	┘	244	[
23	↓	60	<	97	a	134	å	171	½	208	┘	245]
24	↑	61	=	98	b	135	ç	172	¼	209	┘	246	÷
25	↓	62	>	99	c	136	ê	173	¡	210	┘	247	≈
26	→	63	?	100	d	137	ë	174	«	211	■	248	°
27	←	64	@	101	e	138	è	175	»	212	■	249	·
28	└	65	A	102	f	139	ï	176	⌘	213	■	250	·
29	↔	66	B	103	g	140	î	177	⌘	214	┘	251	√
30	▲	67	C	104	h	141	ì	178	⌘	215	┘	252	ⁿ
31	▼	68	D	105	i	142	Ä	179		216	┘	253	²
32		69	E	106	j	143	Å	180	┘	217	┘	254	■
33	!	70	F	107	k	144	É	181	┘	218	┘	255	
34	"	71	G	108	l	145	æ	182	┘	219	■		
35	#	72	H	109	m	146	Æ	183	┘	220	■		
36	\$	73	I	110	n	147	ô	184	┘	221	■		
37	%	74	J	111	o	148	ö	185	┘	222	■		

ADVANCED VLOOKUP CHEAT SHEET

BASIC VLOOKUP

=VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)

Can be "text" or
cell reference

1	2	3	4

TRUE = Approximate Match
(Sorted Data)

FALSE = Exact Match

FASTER CALCULATION (UPTO 500x)

=IF(VLOOKUP(lookup_value, table_array, 1, TRUE)=lookup_value, VLOOKUP(lookup_value, table_array, col_index_num, TRUE), NA())

LEFT LOOKUP – Array Formula {Ctrl+Shift+Enter}

{=VLOOKUP(lookup_value, CHOOSE({1,2}, lookup_range1, lookup_range2), 2, FALSE)}

CHANGE COLUMN NUMBER

=VLOOKUP(lookup_value, table_array,
COLUMN(lookup_return_column)-
COLUMN(first_column)+1, range_lookup)

2	1	3	4

MULTIPLE CRITERIA – Array Formula {Ctrl+Shift+Enter}

{=VLOOKUP(lookup_value_A & lookup_value_B, CHOOSE({1,2}, lookup_range1_A & lookup_range1_B, lookup_range2), 2, FALSE)}

ROWS AND COLUMNS

=VLOOKUP(lookup_value, table_array, MATCH(column_lookup_value, column_header_array, 0)+1, FALSE)

WILDCARDS

lookup_value: ? = Single Character * = Any number of Characters