

How to Work with the VLOOKUP Function in an Excel Sheet – Cheat Sheet

User Story: As a Excel user I want to know what was entered for a specific value in a table – in this example I want to know what number is entered for Value 3

Column 1	Column 2	Column 3
Value 1	1	a
Value 2	2	b
Value 3	3	c
Value 4	4	d
Value 5	5	e

As a user I want to know what number is entered for Value 3 in my table?

=VLOOKUP(A4, 1

In Step 1 enter the cell identifier that contains the look_up value, in our example Value 3

Column 1	Column 2	Column 3
Value 1	1	a
Value 2	2	b
Value 3	3	c
Value 4	4	d
Value 5	5	e

As a user I want to know what number is entered for Value 3 in my table?

=VLOOKUP(A4,A2:C6, 2

In Step 2 select the table_array that you would like to search through.

Column 1	Column 2	Column 3
Value 1	1	a
Value 2	2	b
Value 3	3	c
Value 4	4	d
Value 5	5	e

As a user I want to know what number is entered for Value 3 in my table?

=VLOOKUP(A4,A2:C6,2,3

Enter the col_Index for the column you would like to get the content from, in our case it is the number entered for Value 3 in Column 2

Column 1	Column 2	Column 3
Value 1	1	a
Value 2	2	b
Value 3	3	c
Value 4	4	d
Value 5	5	e

As a user I want to know what number is entered for Value 3 in my table?

=VLOOKUP(A4,A2:C6,2,FALSE)

In order to have an exact match of the lookup enter FALSE for the range_lookup

Result:

Column 1	Column 2	Column 3
Value 1	1	a
Value 2	2	b
Value 3	3	c
Value 4	4	d
Value 5	5	e

As a user I want to know what number is entered for Value 3 in my table?

3