

How to Use VLOOKUP: A Step-by-Step Guide



Step 1: Understand what VLOOKUP does

VLOOKUP searches for a value in one table and brings back related information from another. For example, finding a product's price from a master list.



Step 2: Know the basic formula

`=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])`



Step 3: Identify your four parts

lookup_value: What to find.

table_array: Where to search.

col_index_num: Answer column.

[range_lookup]: FALSE for exact match.



Step 4: Write your first formula

`=VLOOKUP(A2, Prices!A:B, 2, FALSE)`. This finds the value from A2 in the 'Prices' sheet and returns the result from the 2nd column.



Step 5: Press Enter & check the result

If a match is found, Excel returns the value. If not, you'll see an #N/A error, which means no match was found.



VLOOKUP helps you blend and match data from multiple tables quickly and accurately — a **vital skill in cleaning and preparing data**.

#ExcelTips #VLOOKUP #DataAnalysis