



# XLOOKUP Made Simple

## Find Anything, Anywhere

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XLOOKUP finds data in a list and returns a matching result from another column—left or right, it doesn't matter.

Unlike VLOOKUP, XLOOKUP doesn't mind which side your data is on.

## How It Works (Step by Step)

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1. Lookup value: What to find.
2. Lookup array: Where to look.
3. Return array: What to return.
4. Optional: Message if not found.



### Example formula:

=XLOOKUP(A2, \$E\$2:\$E\$6, \$F\$2:\$F\$6, "Not found")

## Mini Example in Action

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To find the department for the Employee ID in cell A2, you would use this formula:

### Formula & Result:

=XLOOKUP(A2, \$E\$2:\$E\$6, \$F\$2:\$F\$6, "Not found")

→ HR

## Why It's Better than VLOOKUP

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- Works left or right
- Default exact match
- Custom 'not found' text
- Handles column changes
- Easy to read

VLOOKUP: → (one way only)  
XLOOKUP: ← → (works both ways!)

## Common Mistakes & Tips

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- ⚠ Arrays must be same size.
- ⚠ Check spelling.
- ⚠ Use absolute references (\$).
- ⚠ Don't mix up arrays.



### Pro Tip:

You can search from bottom to top or do partial matches (e.g. "\*Smith") with optional settings.

