VLOOKUP function in Excel

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The VLOOKUP function in Excel is an essential tool to transfer large amounts of data from one table to another. For small tables you could certainly do this task manually, but once you need to transfer hundreds or even thousands of values, you will need to know this function.

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In this case, we want to transfer the information on Customer A from Table 1 to Table 2.

	Y37		× ✓ fx		

Table 1

	A	B	C	D	E	F
1	Customer	Customer No.	Ordered (Date)	Paid (Date)	Qty.	
2	Customer A	11111	01.01.2021	06.01.2021	7	
3	Customer B	22222	01.01.2021	03.01.2021	1	
4	Customer C	33333	03.01.2021	03.01.2021	1	
5	Customer D	44444	04.01.2021	05.01.2021	3	
6						
7	**Table 2**					
8						
9	CUSTOMER A					
10	Customer No.					
11	Ordered (Date)					
12	Paid (Date)					
13	Qty.					
14						
15						
16						
17						
18						

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To do so, we will select a panel to which we want to transfer specific information. In this case we want to transfer the customer number. Double-click 'B10' and enter the formula code '=vlookup('. You will thereby activate the VLOOKUP function.

| SUM | ⋮ | ✕ | ✓ | *fx* | =vlookup(|

	A	B	C	D	E	F
1	**Customer**	**Customer No.**	**Ordered (Date)**	**Paid (Date)**	**Qty.**	
2	Customer A	11111	01.01.2021	06.01.2021	7	
3	Customer B	22222	01.01.2021	03.01.2021	1	
4	Customer C	33333	03.01.2021	03.01.2021	1	
5	Customer D	44444	04.01.2021	05.01.2021	3	
6						
7						
8						
9	**CUSTOMER A**					
10	Customer No.	=vlookup(				
11	Ordered (Date)	VLOOKUP(**lookup_value**, table_array, col_index_num, [range_lookup])				
12	Paid (Date)					
13	Qty.					
14						
15						
16						
17						
18						

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First up, you need to enter your lookup value, i.e. the value for which you want to transfer data. In this case, the value is Customer A. Click panel 'A2'. As you can see, the value is added to your formula.

Next, you need to define the section of the spreadsheet from which you want to source your data. Select the area of Table 1, i.e. 'A2-E5'.
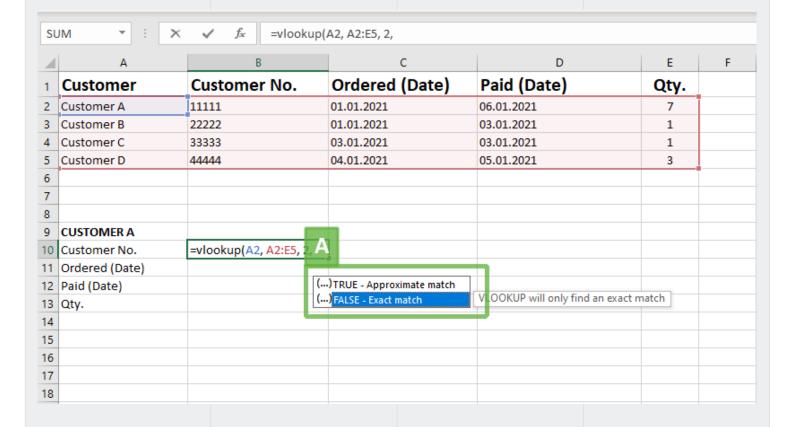
Now, you need to specify the column from which you are sourcing the particular value that you want for this panel, i.e. the customer number. Because the number can be found in the second column from the left, enter the value **'2'** (first columns would be 1, third column 3, etc.).

| SUM | ⋮ | ✕ ✓ | *fx* | =vlookup(A2, A2:E5, |

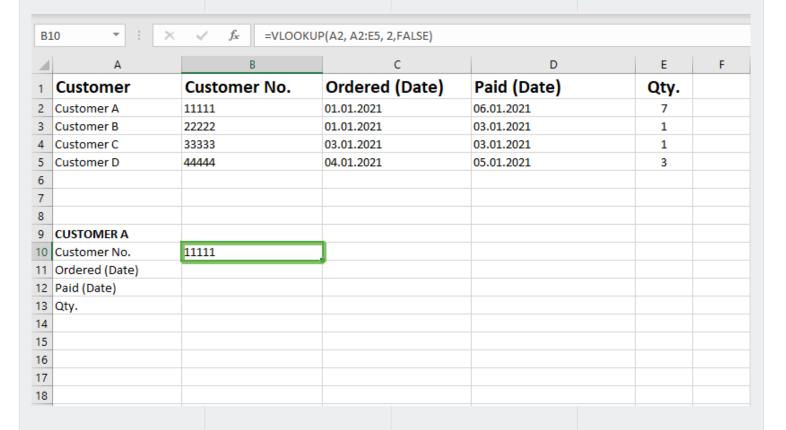|	A	B	C	D	E	F
1	**Customer**	**Customer No.**	**Ordered (Date)**	**Paid (Date)**	**Qty.**	
2	Customer A	11111	01.01.2021	06.01.2021	7	
3	Customer B	22222	01.01.2021	03.01.2021	1	
4	Customer C	33333	03.01.2021	03.01.2021	1	
5	Customer D	44444	04.01.2021	05.01.2021	3	
6						
7						
8						
9	**CUSTOMER A**					
10	Customer No.	=vlookup(A2, A2:E5,				
11	Ordered (Date)	VLOOKUP(lookup_value, table_array, **col_index_num**, [range_lookup])				
12	Paid (Date)					
13	Qty.					
14						
15						
16						
17						
18						

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Lastly, choose whether VLOOKUP will produce broad or exact matches (A). We want exact matches only.

Finally, close your parentheses and hit Enter. As you see, the correct value, i.e. the customer number, appears.

Simply copy-paste this formula in the next panel. **Don't forget to adapt the column for the exact value that you want to source!** Since we now want the order date, which is in the third column, we need to replace the **'2'** with a **'3'**.

SUM | =VLOOKUP(A2, A2:E5, 3,FALSE)

	A	B	C	D	E	F
1	**Customer**	**Customer No.**	**Ordered (Date)**	**Paid (Date)**	**Qty.**	
2	Customer A	11111	01.01.2021	06.01.2021	7	
3	Customer B	22222	01.01.2021	03.01.2021	1	
4	Customer C	33333	03.01.2021	03.01.2021	1	
5	Customer D	44444	04.01.2021	05.01.2021	3	
6						
7						
8						
9	**CUSTOMER A**					
10	Customer No.	11111				
11	Ordered (Date)	=VLOOKUP(A2, A2:E5, 3,FALSE)				
12	Paid (Date)	VLOOKUP(lookup_value, table_array, **col_index_num**, [range_lookup])				
13	Qty.					
14						
15						
16						
17						
18						

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Hit **Enter**.

	A	B	C	D	E	F
1	**Customer**	**Customer No.**	**Ordered (Date)**	**Paid (Date)**	**Qty.**	
2	Customer A	11111	01.01.2021	06.01.2021	7	
3	Customer B	22222	01.01.2021	03.01.2021	1	
4	Customer C	33333	03.01.2021	03.01.2021	1	
5	Customer D	44444	04.01.2021	05.01.2021	3	
6						
7						
8						
9	**CUSTOMER A**					
10	Customer No.	11111				
11	Ordered (Date)	01.01.2021				
12	Paid (Date)					
13	Qty.					
14						
15						
16						
17						
18						

B11   =VLOOKUP(A2, A2:E5, 3,FALSE)

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