

Consolidating Data: Takeaways

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Syntax

- Use **Data, Data Tools, Consolidate** to combine data.
- Use **Paste Special...** to select the best way to paste your data.
- Use **VLOOKUP(value_to_find, starting_column_to_find_it, column_for_return_value, false)** to find a value in a given column.
- Use **MATCH(value_to_find, range_to_find_it, 0)** to find the index number of a value.
- Use **INDEX(range_to_search, index_number)** to find a value in a range given an index number.
- Use **INDEX(range_to_search, MATCH())** to use the functions together.

Concepts

- Consolidating data is also called *merging* or *combining* data.
- Headers should be short, meaningful, and consistent.
- The **Consolidate** tool is useful for combining data from different worksheets and workbooks.
- When using copy and paste, pay special attention to paste, and take advantage of **transpose** when necessary.

Resources

- [VLOOKUP function](#)
- [INDEX function](#)
- [MATCH function](#)