

VLOOKUP Guide

Excel for Microsoft 365 Excel for Microsoft 365 for Mac Excel for the web Excel 2021 Excel 2021 for Mac Excel 2019 Excel 2019 for Mac Excel 2016 Excel 2016 for Mac Excel 2013 Excel 2010 Excel 2007 Excel for Mac 2011 Excel Starter 2010

VLOOKUP is a spreadsheet function that allows you to take data from one data set and add it to another data set where both sets have the same unique identifier such as names or ID numbers.

The formula entered into a cell is formatted to like this =VLOOKUP (lookup_value, table_array, col_index_num, range_lookup).

The VLOOKUP formula is made up of 4 parts:

- **lookup_value** (required): The unique identifier that you want to match from one dataset to another (i.e., what you want to look up)
- **table_array** (required): The dataset that you want to pull information from (i.e., where you want to look for a value to return)
 - NOTE: What you are looking up in the lookup_value has to be in the first column of this table for VLOOKUP to work.
- **col_index_num** (required): Column index number – the column from the data set that has the return value or where you want to pull information from (e.g., 1 being the left-most column)
- **range_lookup** (optional): True or False –specify 1 or TRUE if you want an approximate match or the closest value, 2 or FALSE if you want an exact match.
 - NOTE: If this is not specified, the default is an approximate match.

Putting the above together, you will get:

=VLOOKUP(lookup value, range containing the lookup value, the column number in the range containing the return value, Approximate match (TRUE) or Exact match (FALSE)).

Scenario: We are interested in knowing based on airline ticket number, the passenger and their destination. Right now, this information is in two data sets, 1) dataset of ticket numbers and the passengers and 2) data set of ticket numbers and destinations.

Data Set 1: Ticket Number and Passenger

	A	B
1	Ticket Number	Passenger Name
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Perso
3	{DAF32981-32E4-44B8-AD24-7CE2E5992C4C}	Passenger, Perso
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}	Passenger, Perso
5	{BF19F62F-B314-4390-B2B4-6786BF0D6442}	Passenger, Perso
6	{6F672F75-4852-4C0D-A922-E4C010E98276}	Passenger, Perso
7	{822347C3-3E05-4030-A7C2-7C0102CCFC86}	Passenger, Perso
8	{D053557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
9	{1155557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
10	{4B48557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
11	{99724E2F-5440-4C9F-BA79-D8DA003BC842}	Passenger, Perso
12	{D92876C9-8126-45E5-97AF-747E80BBB696}	Passenger, Perso
13	{1356557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
14	{DB49557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
15	{8C55557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
16	{2F972D8D-DE66-4D5F-AD6D-0CCFEFD12E8A}	Passenger, Perso
17	{1056557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
18	{8D7B5D87-EED3-4E89-A54D-0062059735F}	Passenger, Perso
19	{20145EC1-C6A0-4496-A140-D5C1821C9A85}	Passenger, Perso
20	{21579085-7E73-451F-9D9D-18564C1578D6}	Passenger, Perso
21	{AD54557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
22	{9148557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso
23	{95B6E406-E0B2-49DC-887D-616D16A81524}	Passenger, Perso
24	{77274EFA-813D-4128-B422-E550A6CF48F4}	Passenger, Perso
25	{4FCF46D7-817D-48DC-BE3C-DB3F89AB3FFF}	Passenger, Perso
26	{9921934C-96FC-4415-B3A9-F6A8C7642B9C}	Passenger, Perso
27	{BF4C557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Perso

Data Set 2: Ticket Number and Destination

	A	
1	Ticket Number	Destination
2	{6820DD2A-96B7-4B56-8B72-1F897DCE9F81}	Abidjan, Ivory Coast
3	{EA4B557A-B0DD-EA11-80D4-005056815D3E}	Yamoussoukro, Ivory Coast
4	{394C557A-B0DD-EA11-80D4-005056815D3E}	Abu Dhabi, United Arab Emirates
5	{AAB49CD9-114D-4ED4-95F8-429983082063}	Abuja, Nigeria
6	{7349557A-B0DD-EA11-80D4-005056815D3E}	Accra, Ghana
7	{7449557A-B0DD-EA11-80D4-005056815D3E}	Adamstown, Pitcairn Islands
8	{8F52557A-B0DD-EA11-80D4-005056815D3E}	Addis Ababa, Ethiopia
9	{B94C557A-B0DD-EA11-80D4-005056815D3E}	Aden, Yemen
10	{4B49557A-B0DD-EA11-80D4-005056815D3E}	Sana'a, Yemen
11	{5856557A-B0DD-EA11-80D4-005056815D3E}	Algiers, Algeria
12	{614E557A-B0DD-EA11-80D4-005056815D3E}	Alofi, Niue
13	{4C49557A-B0DD-EA11-80D4-005056815D3E}	Amman, Jordan
14	{4155557A-B0DD-EA11-80D4-005056815D3E}	Amsterdam, Netherlands
15	{D06A3FDF-387D-4F8B-B5EF-8B6AD420C6A9}	The Hague, Netherlands
16	{E84D557A-B0DD-EA11-80D4-005056815D3E}	Andorra la Vella, Andorra
17	{FB4C557A-B0DD-EA11-80D4-005056815D3E}	Ankara, Turkey
18	{5B2CECA7-F6CC-49F9-87B1-0E85CD7BE3BD}	Antananarivo, Madagascar
19	{CABA989E-205F-4CC7-AF94-0440D81F8DF6}	Apia, Samoa
20	{2050557A-B0DD-EA11-80D4-005056815D3E}	Ashgabat, Turkmenistan
21	{B32643B9-F7BD-4BB5-8A4B-74FB0C7B2256}	Asmara, Eritrea
22	{3848557A-B0DD-EA11-80D4-005056815D3E}	Astana, Kazakhstan
23	{0C4C557A-B0DD-EA11-80D4-005056815D3E}	Asunción, Paraguay
24	{B94B557A-B0DD-EA11-80D4-005056815D3E}	Athens, Greece
25	{5D55557A-B0DD-EA11-80D4-005056815D3E}	Avarua, Cook Islands
26	{4750557A-B0DD-EA11-80D4-005056815D3E}	Baghdad, Iraq
27	{2150557A-B0DD-EA11-80D4-005056815D3E}	Baku, Azerbaijan

Step 1: While you can use VLOOKUP to pull information across two different Excel workbooks, it is often easier as this is a live function to have all data in one workbook on separate sheets (i.e., tabs on the bottom of the workbook). This can be done by copy and pasting into a new tab, or right clicking the sheet containing the report from one workbook and selecting “Move or Copy” to move it to the other workbook.

Step 2: Start the VLOOKUP! There are a couple different ways that you can do the VLOOKUP function that this guide will walk you through.

- 1) Using the Function Wizard (see page 3)
- 2) Using the Formula Bar (see page 9)

VLOOKUP – FUNCTION WIZARD

I typically like to name the data that I will be using to pull the information from. In this case, I will select the data from the destination report like so:

The screenshot shows an Excel spreadsheet with a table of flight data. The table has two columns: 'Ticket Number' and 'Destination'. The 'Destination' column is highlighted in blue. A 'New Name' dialog box is open, showing the name 'destination' in the 'Name' field, 'Workbook' in the 'Scope' dropdown, and '=Table720' in the 'Refers to' field. The 'OK' button is highlighted.

Ticket Number	Destination
{6820DD2A-96B7-4B56-8B72-1F897DCE9F81}	Abidjan, Ivory
{EA4B557A-B0DD-EA11-80D4-005056815D3E}	Yamoussoukr
{394C557A-B0DD-EA11-80D4-005056815D3E}	Abu Dhabi, U
{AAB49CD9-114D-4ED4-95F8-429983082063}	Abuja, Nigeria
{7349557A-B0DD-EA11-80D4-005056815D3E}	Accra, Ghana
{7449557A-B0DD-EA11-80D4-005056815D3E}	Adamstown, f
{8F52557A-B0DD-EA11-80D4-005056815D3E}	Addis Ababa,
{B94C557A-B0DD-EA11-80D4-005056815D3E}	Aden, Yemen
{4B49557A-B0DD-EA11-80D4-005056815D3E}	Sana'a, Yeme
{5856557A-B0DD-EA11-80D4-005056815D3E}	Algiers, Algeri
{614E557A-B0DD-EA11-80D4-005056815D3E}	Alofi, Niue
{4C49557A-B0DD-EA11-80D4-005056815D3E}	Amman, Jordan
{4155557A-B0DD-EA11-80D4-005056815D3E}	Amsterdam, Netherlands
{D06A3FDF-387D-4F8B-B5EF-8B6AD420C6A9}	The Hague, Netherlands
{E84D557A-B0DD-EA11-80D4-005056815D3E}	Andorra la Vella, Andorra
{FB4C557A-B0DD-EA11-80D4-005056815D3E}	Ankara, Turkey
{5B2CECA7-F6CC-49F9-87B1-0E85CD7BE3BD}	Antananarivo, Madagascar
{CABA989E-205F-4CC7-AF94-0440D81FBDF6}	Apia, Samoa
{2050557A-B0DD-EA11-80D4-005056815D3E}	Ashgabat, Turkmenistan
{B32643B9-F7BD-4BB5-8A4B-74FB0C7B2256}	Asmara, Eritrea
{3848557A-B0DD-EA11-80D4-005056815D3E}	Astana, Kazakhstan
{0C4C557A-B0DD-EA11-80D4-005056815D3E}	Asunción, Paraguay
{B94B557A-B0DD-EA11-80D4-005056815D3E}	Athens, Greece
{5D55557A-B0DD-EA11-80D4-005056815D3E}	Avarua, Cook Islands
{4750557A-B0DD-EA11-80D4-005056815D3E}	Baghdad, Iraq
{2150557A-B0DD-EA11-80D4-005056815D3E}	Baku, Azerbaijan

At the bottom of the spreadsheet, there are three buttons: 'VLookup - Passenger', 'VLookup - Destination' (which is highlighted), and 'VLOOKUP - Ansv'.

Note: Do not include the header row, this will mess things up

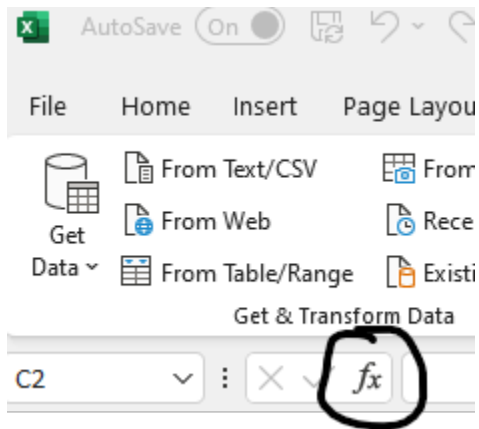
Next right click anywhere in the blue area and choose “define name”.

Name the data something that makes sense for your purposes. In this case, I will name it “destination”.

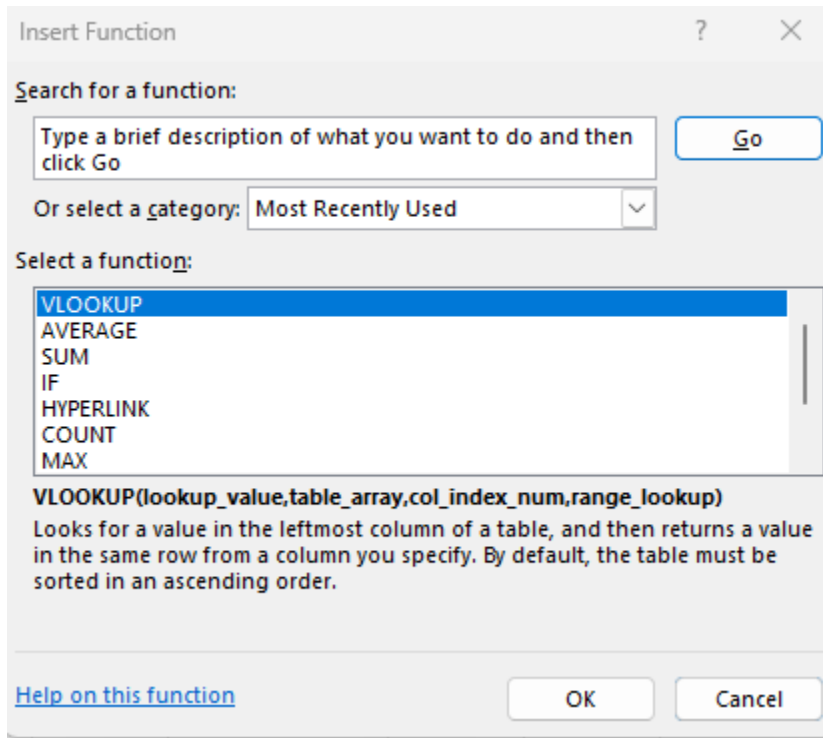
Note: make sure the name does not include any spaces. You can include letters and numbers.

Now we are ready to create our formula in the ticket number data set

Click in the cell you want to bring data into. Find the function wizard (fx) near the top of your excel spreadsheet.



You will need to search for the Vlookup function. Once you have used the Vlookup function, it will show up in the “select a function” area.



The first thing we need to do is add in our lookup value. That is the information that is the same in both data sets. In this case, we will use the ticket number column for this. As you can see below, excel automatically highlights cell A2 which is the cell that it will be comparing against.

Formula bar: `=VLOOKUP(A2)`

	A	B	C	D	E	F	G	H	I	J
1	Ticket Number	Passenger Name	Destination							
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1	=VLOOKUP(A2)							
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2								
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}									
5	{BF19F62F-B314-4390-B2B4-6786BF0D6442}									
6	{6F672F75-4852-4C0D-A922-E4C010E98276}									
7	{822347C3-3E05-4030-A7C2-7C0102CCFC86}									
8	{D053557A-B0DD-EA11-80D4-005056815D3E}									
9	{1155557A-B0DD-EA11-80D4-005056815D3E}									
10	{4B48557A-B0DD-EA11-80D4-005056815D3E}									
11	{99724E2F-5440-4C9F-BA79-D8DA003BC842}									
12	{D92876C9-8126-45E5-97AF-747E80BBB696}									
13	{1356557A-B0DD-EA11-80D4-005056815D3E}									
14	{DB49557A-B0DD-EA11-80D4-005056815D3E}									
15	{8C55557A-B0DD-EA11-80D4-005056815D3E}									
16	{2F972D8D-DE66-4D5F-AD6D-0CCFEFD12E8A}									
17	{1056557A-B0DD-EA11-80D4-005056815D3E}									
18	{8D7B5D87-EED3-4E89-A54D-40062059735F}									
19	{20145EC1-C6A0-4496-A140-D5C1821C9A85}									
20	{21579085-7E73-451F-9D9D-18564C1578D6}									
21	{AD54557A-B0DD-EA11-80D4-005056815D3E}									
22	{9148557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 21								
23	{95B6E406-E0B2-49DC-887D-616D16A81524}	Passenger, Person 22								
24	{77274EFA-813D-4128-B422-E550A6CF48F4}	Passenger, Person 23								
25	{4FCF46D7-817D-48DC-BE3C-DB3F89AB3FFF}	Passenger, Person 24								
26	{9921934C-96FC-4415-B3A9-F6A8C7642B9C}	Passenger, Person 25								
27	{BF4C557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 26								
28	{6F672F75-4852-4C0D-A922-E4C010E98276}	Passenger, Person 27								

Function Arguments

VLOOKUP

Lookup_value: A2 = "[5101E3E5-DF2D-4A96-A50F-D4F2BA463284]"

Table_array: = number

Col_index_num: = number

Range_lookup: = logical

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Lookup_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Formula result =

[Help on this function](#) OK Cancel

The next step will be to add the table array. In this case, we named our data, so we only need to enter in the name of the data, "destination". This will direct excel to look at the benefit assignment data to compare.

Formula bar: `=VLOOKUP(A2,destination)`

	A	B	C	D	E	F	G	H	I	J
1	Ticket Number	Passenger Name	Destination							
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1	destination)							
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2								
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}									
5	{BF19F62F-B314-4390-B2B4-6786BF0D6442}									
6	{6F672F75-4852-4C0D-A922-E4C010E98276}									
7	{822347C3-3E05-4030-A7C2-7C0102CCFC86}									
8	{D053557A-B0DD-EA11-80D4-005056815D3E}									
9	{1155557A-B0DD-EA11-80D4-005056815D3E}									
10	{4B48557A-B0DD-EA11-80D4-005056815D3E}									
11	{99724E2F-5440-4C9F-BA79-D8DA003BC842}									
12	{D92876C9-8126-45E5-97AF-747E80BBB696}									
13	{1356557A-B0DD-EA11-80D4-005056815D3E}									
14	{DB49557A-B0DD-EA11-80D4-005056815D3E}									
15	{8C55557A-B0DD-EA11-80D4-005056815D3E}									
16	{2F972D8D-DE66-4D5F-AD6D-0CCFEFD12E8A}									
17	{1056557A-B0DD-EA11-80D4-005056815D3E}									
18	{8D7B5D87-EED3-4E89-A54D-40062059735F}									
19	{20145EC1-C6A0-4496-A140-D5C1821C9A85}									
20	{21579085-7E73-451F-9D9D-18564C1578D6}									
21	{AD54557A-B0DD-EA11-80D4-005056815D3E}									
22	{9148557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 21								
23	{95B6E406-E0B2-49DC-887D-616D16A81524}	Passenger, Person 22								
24	{77274EFA-813D-4128-B422-E550A6CF48F4}	Passenger, Person 23								
25	{4FCF46D7-817D-48DC-BE3C-DB3F89AB3FFF}	Passenger, Person 24								
26	{9921934C-96FC-4415-B3A9-F6A8C7642B9C}	Passenger, Person 25								
27	{BF4C557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 26								
28	{6F672F75-4852-4C0D-A922-E4C010E98276}	Passenger, Person 27								

Function Arguments

VLOOKUP

Lookup_value: A2 = "[5101E3E5-DF2D-4A96-A50F-D4F2BA463284]"

Table_array: destination = ("(6820DD2A-96B7-4B56-8B72-1F897DCE9F81)","A

Col_index_num: = number

Range_lookup: = logical

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Col_index_num is the column number in table_array from which the matching value should be returned. The first column of values in the table is column 1.

Formula result =

[Help on this function](#) OK Cancel

Navigation: Vlookup - Passenger | Vlookup - Destination | VLOOKUP - Answer2 | List_edit_ | Sheet2 | Vlookup - ANS

Ticket Number	Destination
{6820DD2A-96B7-4B56-8B72-1F897DCE9F81}	Abidjan, Ivory Coast
{EA4B557A-B0DD-EA11-80D4-005056815D3E}	Yamoussoukro, Ivory Coast
{394C557A-B0DD-EA11-80D4-005056815D3E}	Abu Dhabi, United Arab Emirates
{AAB49CD9-114D-4ED4-95F8-429983082063}	Abuja, Nigeria
{7349557A-B0DD-EA11-80D4-005056815D3E}	Accra, Ghana
{7449557A-B0DD-EA11-80D4-005056815D3E}	Adamstown, Pitcairn Islands
{8F52557A-B0DD-EA11-80D4-005056815D3E}	Addis Ababa, Ethiopia
{B94C557A-B0DD-EA11-80D4-005056815D3E}	Aden, Yemen
{4B49557A-B0DD-EA11-80D4-005056815D3E}	Sana'a, Yemen
{5856557A-B0DD-EA11-80D4-005056815D3E}	Algiers, Algeria
{614E557A-B0DD-EA11-80D4-005056815D3E}	Alofi, Niue
{4C49557A-B0DD-EA11-80D4-005056815D3E}	Amman, Jordan
{4155557A-B0DD-EA11-80D4-005056815D3E}	Amsterdam, Netherlands
{D06A3FDF-387D-4F8B-B5EF-8B6AD420C6A9}	The Hague, Netherlands
{E84D557A-B0DD-EA11-80D4-005056815D3E}	Andorra la Vella, Andorra
{FB4C557A-B0DD-EA11-80D4-005056815D3E}	Ankara, Turkey
{5B2CECA7-F6CC-49F9-87B1-0E85CD7BE3BD}	Antananarivo, Madagascar
{CABA989E-205F-4CC7-AF94-0440D81FBDF6}	Apia, Samoa
{2050557A-B0DD-EA11-80D4-005056815D3E}	Ashgabat, Turkmenistan
{B32643B9-F7BD-4BB5-8A4B-74FB0C7B2256}	Asmara, Eritrea
{3848557A-B0DD-EA11-80D4-005056815D3E}	Astana, Kazakhstan
{0C4C557A-B0DD-EA11-80D4-005056815D3E}	Asunción, Paraguay
{B94B557A-B0DD-EA11-80D4-005056815D3E}	Athens, Greece
{5D55557A-B0DD-EA11-80D4-005056815D3E}	Avarua, Cook Islands
{4750557A-B0DD-EA11-80D4-005056815D3E}	Baghdad, Iraq
{2150557A-B0DD-EA11-80D4-005056815D3E}	Baku, Azerbaijan
{D37063FA-48EF-4DBE-ACFE-54286480DFE3}	Banarha, India

This simply means that we need to select what column we would like to add the data from. In this case we are interested in destination which is in column 2.

VLOOKUP =VLOOKUP(A2,destination,2)

	A	B	C	D	E	F	G	H	I	J
	Ticket Number	Passenger Name	Destination							
1	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1	destination,2)							
2	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2								
3	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}									
4	{BF19F62F-B314-4390-B2B4-6786BF0D6442}									
5	{6F672F75-4852-4C0D-A922-E4C010E98276}									
6	{822347C3-3E05-4030-A7C2-7C0102CCFC86}									
7	{D053557A-B0DD-EA11-80D4-005056815D3E}									
8	{1155557A-B0DD-EA11-80D4-005056815D3E}									
9	{4B48557A-B0DD-EA11-80D4-005056815D3E}									
10	{99724E2F-5440-4C9F-BA79-D8DA003BC842}									
11	{D92876C9-8126-45E5-97AF-747E80BBB696}									
12	{1356557A-B0DD-EA11-80D4-005056815D3E}									
13	{DB49557A-B0DD-EA11-80D4-005056815D3E}									
14	{8C55557A-B0DD-EA11-80D4-005056815D3E}									
15	{2F972D8D-DE66-4D5F-AD6D-0CCFEFD12E8A}									
16	{1056557A-B0DD-EA11-80D4-005056815D3E}									
17	{8D7B5D87-EED3-4E89-A54D-40062059735F}									
18	{20145EC1-C6A0-4496-A140-D5C1821C9A85}									
19	{21579085-7E73-451F-9D9D-18564C1578D6}									
20	{AD54557A-B0DD-EA11-80D4-005056815D3E}									
21	{9148557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 21								
22	{9586E406-E0B2-49DC-887D-616D16A81524}	Passenger, Person 22								
23	{77274EFA-813D-4128-B422-E550A6CF48F4}	Passenger, Person 23								
24	{4FCF46D7-817D-48DC-BE3C-DB3F89AB3FFF}	Passenger, Person 24								
25	{9921934C-96FC-4415-B3A9-F6A8C7642B9C}	Passenger, Person 25								
26	{BF4C557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 26								
27	{5F0033F4-8A44-4A6B-AB73-64600033F5F0}	Passenger, Person 27								

Function Arguments

VLOOKUP

Lookup_value A2 = "{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}"

Table_array destination = "{(6820DD2A-96B7-4B56-8B72-1F897DCE9F81)}","A

Col_index_num 2 = 2

Range_lookup = logical

= "Nouakchott, Mauritania"

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = Nouakchott, Mauritania

[Help on this function](#)

OK Cancel

Vlookup - Passenger Vlookup - Destination VLOOKUP - Answer2 List_edit_ Sheet2 Vlookup - ANS + :

The final step is to choose the “range Lookup.” Again, this determines if you want an exact match, false, or a close match, true. If we are trying to match client records, we will almost always want an exact match, so the rule of thumb is to use false.

VLOOKUP =VLOOKUP(A2,destination,2,false)

	A	B	C	D	E	F	G	H	I	J
	Ticket Number	Passenger Name	Destination							
1	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1	alse)							
2	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2								
3	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}									
4	{BF19F62F-B314-4390-B2B4-6786BF0D6442}									
5	{6F672F75-4852-4C0D-A922-E4C010E98276}									
6	{822347C3-3E05-4030-A7C2-7C0102CCFC86}									
7	{D053557A-B0DD-EA11-80D4-005056815D3E}									
8	{1155557A-B0DD-EA11-80D4-005056815D3E}									
9	{4B48557A-B0DD-EA11-80D4-005056815D3E}									
10	{99724E2F-5440-4C9F-BA79-D8DA003BC842}									
11	{D92876C9-8126-45E5-97AF-747E80BBB696}									
12	{1356557A-B0DD-EA11-80D4-005056815D3E}									
13	{DB49557A-B0DD-EA11-80D4-005056815D3E}									
14	{8C55557A-B0DD-EA11-80D4-005056815D3E}									
15	{2F972D8D-DE66-4D5F-AD6D-0CCFEFD12E8A}									
16	{1056557A-B0DD-EA11-80D4-005056815D3E}									
17	{8D7B5D87-EED3-4E89-A54D-40062059735F}									
18	{20145EC1-C6A0-4496-A140-D5C1821C9A85}									
19	{21579085-7E73-451F-9D9D-18564C1578D6}									
20	{AD54557A-B0DD-EA11-80D4-005056815D3E}									
21	{9148557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 21								
22	{9586E406-E0B2-49DC-887D-616D16A81524}	Passenger, Person 22								
23	{77274EFA-813D-4128-B422-E550A6CF48F4}	Passenger, Person 23								
24	{4FCF46D7-817D-48DC-BE3C-DB3F89AB3FFF}	Passenger, Person 24								
25	{9921934C-96FC-4415-B3A9-F6A8C7642B9C}	Passenger, Person 25								
26	{BF4C557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 26								
27	{5F0033F4-8A44-4A6B-AB73-64600033F5F0}	Passenger, Person 27								

Function Arguments

VLOOKUP

Lookup_value A2 = "{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}"

Table_array destination = "{(6820DD2A-96B7-4B56-8B72-1F897DCE9F81)}","A

Col_index_num 2 = 2

Range_lookup false = FALSE

= "Flying Fish Cove, Christmas Island"

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = Flying Fish Cove, Christmas Island

[Help on this function](#)

OK Cancel

Vlookup - Passenger Vlookup - Destination VLOOKUP - Answer2 List_edit_ Sheet2 Vlookup - ANS + :

Once you hit “OK”, the formula should do its work and display the corresponding destination.

C2																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</
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Once you have done this once, select the cell with the formula and hover your mouse over the tiny square in the bottom right corner of the cell. Once your cursor changes to a plus sign, click and drag down the remainder of the data set to have the formula automatically populate the rest of the way down the column.

C2

Anything that cannot be matched for some reason will come back with an #N/A. That means the ticket number was not listed in the destination data set.

VLOOKUP – FORMULA

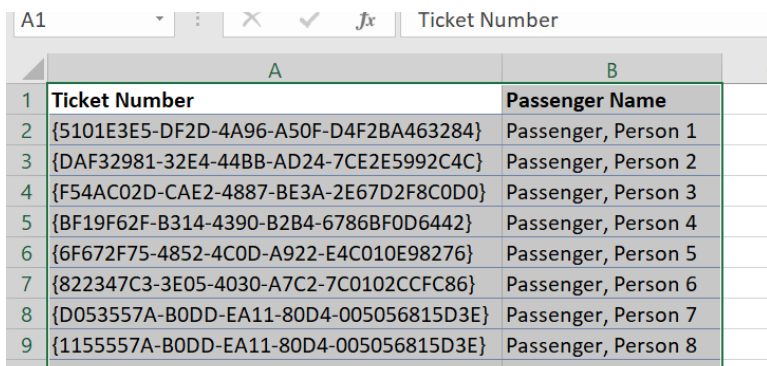
PREPARING YOUR DATA FILE

To prepare your data files, it is recommended that your data is already in Table format. That way, when you enter the VLOOKUP formula in the first cell of the column, it will apply to the entire column. The Excel workbook already has both data sets in Table Format, so you can skip this page and go to page 11 of this guide.

If however, you are starting from scratch, to turn your spreadsheet into a table:

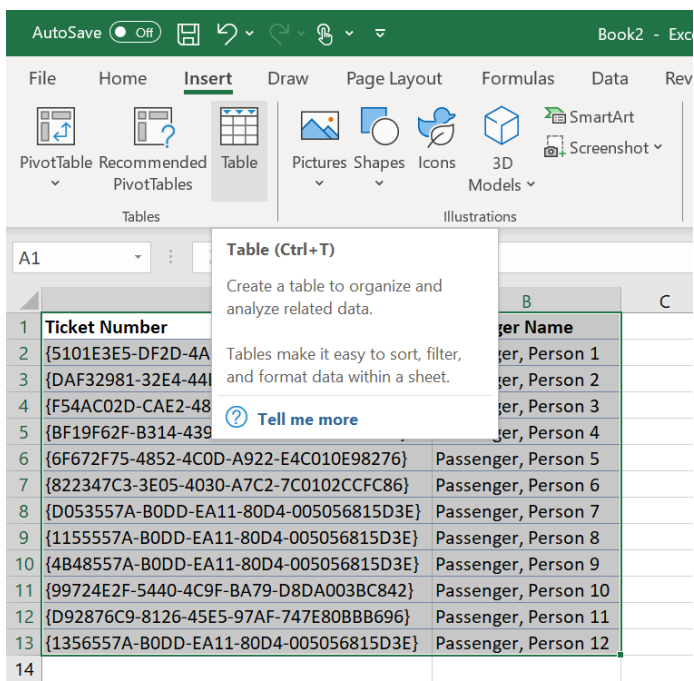
Step 1: Using your mouse, select the cells that you want to include in your table.

In this example, you would click on the Ticket Number cell, and drag your mouse so all the data is selected. You know which cells are selected when they are highlighted in grey.



	A	B
1	Ticket Number	Passenger Name
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}	Passenger, Person 3
5	{BF19F62F-B314-4390-B2B4-6786BF0D6442}	Passenger, Person 4
6	{6F672F75-4852-4C0D-A922-E4C010E98276}	Passenger, Person 5
7	{822347C3-3E05-4030-A7C2-7C0102CCFC86}	Passenger, Person 6
8	{D053557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 7
9	{1155557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 8

Step 2: On your navigation bar, click on the Insert menu and then click on **Table**.



Step 3: Because you have already selected your cells, a dotted rectangle now forms around your selection. In addition to this visual, the Create Table is also showing you which cells are being selected. Be sure to check the “My table has headers” so Ticket Number and Passenger Name become the first row and header for your table. Click OK.

	A	B	C	D	E	F	G	H	I	J
1	Ticket Number	Passenger Name								
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1								
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2								
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}	Passenger, Person 3								
5	{BF19F62F-B314-4390-B2B4-6786BF0D6442}	Passenger, Person 4								
6	{6F672F75-4852-4C0D-A922-E4C010E98276}	Passenger, Person 5								
7	{822347C3-3E05-4030-A7C2-7C0102CCFC86}	Passenger, Person 6								
8	{D053557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 7								
9	{1155557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 8								
10	{4B48557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 9								
11	{99724E2F-5440-4C9F-BA79-D8DA003BC842}	Passenger, Person 10								
12	{D92876C9-8126-45E5-97AF-747E80BBB696}	Passenger, Person 11								
13	{1356557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 12								
14										
15										
16										
17										
18										
19										
20										
21										

Create Table

Where is the data for your table?

☒ My table has headers

OK Cancel

Step 4: Once you click OK, your data is now in a Table format. The default format is below (i.e., blue and white alternating).

	A	B
	Ticket Number	Passenger Name
1	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1
2	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2
3	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}	Passenger, Person 3
4	{BF19F62F-B314-4390-B2B4-6786BF0D6442}	Passenger, Person 4
5	{6F672F75-4852-4C0D-A922-E4C010E98276}	Passenger, Person 5
6	{822347C3-3E05-4030-A7C2-7C0102CCFC86}	Passenger, Person 6
7	{D053557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 7
8	{1155557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 8
9	{4B48557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 9
10	{99724E2F-5440-4C9F-BA79-D8DA003BC842}	Passenger, Person 10
11	{D92876C9-8126-45E5-97AF-747E80BBB696}	Passenger, Person 11
12	{1356557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 12

If you would like to change the Table design, in the menu bar, click on any of the other styles.

Table Design

☒ Filter Button

Columns

Rows

Table Styles

HOW TO USE VLOOKUP

Step 1: Decide which column or where in your spreadsheet you would like to add the information that you are pulling from the other spreadsheet. Insert (if applicable) and add a Name for that Column.

In our example spreadsheet, we are just adding a column at the end of the VLOOKUP-Passenger sheet. Name this column "Destination". Because this is already in a Table format, if you type in Destination in Column C it automatically is added to the full table.

	A	B	C
1	Ticket Number	Passenger Name	Destination
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1	
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2	
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}	Passenger, Person 3	

Step 2: In the empty cell on that first row (i.e., C2), type in the beginning of the VLOOKUP formula. Or the equal sign VLOOKUP and an open parenthesis

=VLOOKUP(

Once you type in the start of the formula, Excel will then tell you, what the pieces are that you have to include, or in other words as noted in this guide the (lookup_value, table_array, col_index_num, [range_lookup])

VLOOKUP		:	X	✓	f _x	=VLOOKUP(
	A		B	C	D	E	F	G	H		
1	Ticket Number		Passenger Name	Destination							
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}		Passenger, Person 1	=VLOOKUP(
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}		Passenger, Person 2	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])							
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}		Passenger, Person 3								
5	{BF19F62F-B314-4390-B2B4-6786BF0D6442}		Passenger, Person 4								
6	{6F672F75-4852-4C0D-4972-F4C010F98276}		Passenger, Person 5								

Step 3: Identify the lookup_value or the value that you want to look up.

To identify the lookup_value, click on what you want to look up or your identifier. In this example, it is the ticket number. So click on that first cell or A2. You will know it has been selected because it is now surrounded by a dotted rectangle. Your formula has now been updated to read as:

=VLOOKUP([@[Ticket Number]])

Add a comma at the end.

=VLOOKUP([@[Ticket Number]],

	A	B	C	D	E	F	G	H
1	Ticket Number	Passenger Name	Destination					
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1	=VLOOKUP([@[Ticket Number]])					
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])					
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}	Passenger, Person 3						

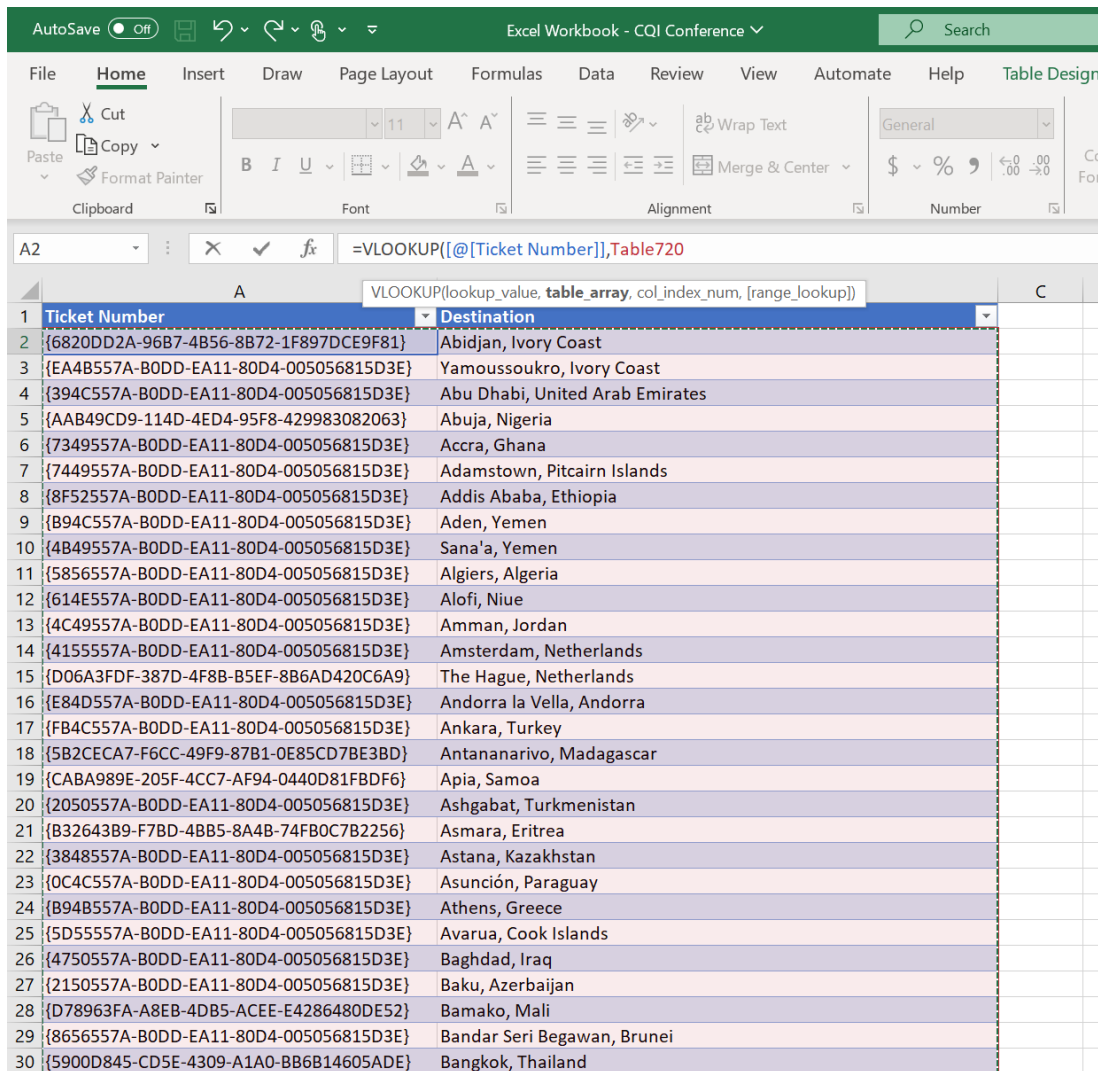
Step 4: Select the table_array of where you are pulling the data.

In our scenario, go to the VLOOKUP-Destination tab, hover over the top left-hand corner until you see a thin downward arrow to select the full table, and click. That will select the whole table. You know what data has been selected by what is now highlighted and included within the dashed rectangular border. Add a comma at the end.

[NOTE: If your spreadsheet was not already in a table format you would have to manually highlight/select all the cells.]

Your formula will now automatically be updated to read as:

=VLOOKUP([@[Ticket Number]],Table720,



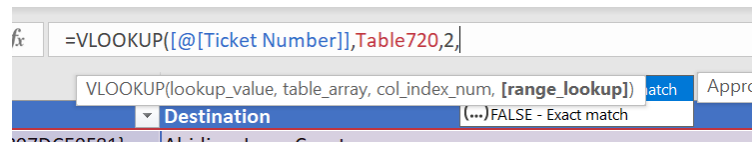
The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula `=VLOOKUP([@[Ticket Number]],Table720,`. Below the formula bar, a table is visible with two columns: 'Ticket Number' and 'Destination'. The table contains 30 rows of data, each with a unique Ticket Number and a corresponding Destination. The table is highlighted with a dashed border, indicating it is the selected range for the VLOOKUP formula.

Ticket Number	Destination
{6820DD2A-96B7-4B56-8B72-1F897DCE9F81}	Abidjan, Ivory Coast
{EA48557A-B0DD-EA11-80D4-005056815D3E}	Yamoussoukro, Ivory Coast
{394C557A-B0DD-EA11-80D4-005056815D3E}	Abu Dhabi, United Arab Emirates
{AAB49CD9-114D-4ED4-95F8-429983082063}	Abuja, Nigeria
{7349557A-B0DD-EA11-80D4-005056815D3E}	Accra, Ghana
{7449557A-B0DD-EA11-80D4-005056815D3E}	Adamstown, Pitcairn Islands
{8F52557A-B0DD-EA11-80D4-005056815D3E}	Addis Ababa, Ethiopia
{B94C557A-B0DD-EA11-80D4-005056815D3E}	Aden, Yemen
{4B49557A-B0DD-EA11-80D4-005056815D3E}	Sana'a, Yemen
{5856557A-B0DD-EA11-80D4-005056815D3E}	Algiers, Algeria
{614E557A-B0DD-EA11-80D4-005056815D3E}	Alofi, Niue
{4C49557A-B0DD-EA11-80D4-005056815D3E}	Amman, Jordan
{4155557A-B0DD-EA11-80D4-005056815D3E}	Amsterdam, Netherlands
{D06A3FDF-387D-4F8B-B5EF-8B6AD420C6A9}	The Hague, Netherlands
{E84D557A-B0DD-EA11-80D4-005056815D3E}	Andorra la Vella, Andorra
{FB4C557A-B0DD-EA11-80D4-005056815D3E}	Ankara, Turkey
{5B2CECA7-F6CC-49F9-87B1-0E85CD7BE3BD}	Antananarivo, Madagascar
{CABA989E-205F-4CC7-AF94-0440D81FBDF6}	Apia, Samoa
{2050557A-B0DD-EA11-80D4-005056815D3E}	Ashgabat, Turkmenistan
{B32643B9-F7BD-4BB5-8A4B-74FB0C7B2256}	Asmara, Eritrea
{3848557A-B0DD-EA11-80D4-005056815D3E}	Astana, Kazakhstan
{0C4C557A-B0DD-EA11-80D4-005056815D3E}	Asunción, Paraguay
{B94B557A-B0DD-EA11-80D4-005056815D3E}	Athens, Greece
{5D55557A-B0DD-EA11-80D4-005056815D3E}	Avarua, Cook Islands
{4750557A-B0DD-EA11-80D4-005056815D3E}	Baghdad, Iraq
{2150557A-B0DD-EA11-80D4-005056815D3E}	Baku, Azerbaijan
{D78963FA-A8EB-4DB5-ACEE-E4286480DE52}	Bamako, Mali
{8656557A-B0DD-EA11-80D4-005056815D3E}	Bandar Seri Begawan, Brunei
{5900D845-CD5E-4309-A1A0-BB6B14605ADE}	Bangkok, Thailand

Step 5: Type in the number of the column (col_index_num) that has the value that you want to add to your spreadsheet (i.e., the return value). Count from the left.

In this example, Ticket Number is column #1 and Destination is column #2. Type in **2** to pull in Destination. Add a comma to the end.

=VLOOKUP([@[Ticket Number]],Table720,2,



	A	B
1	Ticket Number	Destination
2	{6820DD2A-96B7-4B56-82-1F897DCE9F81}	Abidjan, Ivory Coast
3	{EA4B557A-B0DD-EA11-80D4-005056815D3E}	Yamoussoukro, Ivory Coast
4	{394C557A-B0DD-EA11-80D4-005056815D3E}	Abu Dhabi, United Arab Emirates
5	{AAB49CD9-114D-4ED4-95F8-429983082063}	Abuja, Nigeria
6	{7349557A-B0DD-EA11-80D4-005056815D3E}	Accra, Ghana
7	{7449557A-B0DD-EA11-80D4-005056815D3E}	Adamstown, Pitcairn Islands
8	{8F52557A-B0DD-EA11-80D4-005056815D3E}	Addis Ababa, Ethiopia
9	{B94C557A-B0DD-EA11-80D4-005056815D3E}	Aden, Yemen
10	{4B49557A-B0DD-EA11-80D4-005056815D3E}	Sana'a, Yemen
11	{5856557A-B0DD-EA11-80D4-005056815D3E}	Algiers, Algeria
12	{614E557A-B0DD-EA11-80D4-005056815D3E}	Alofi, Niue
13	{4C49557A-B0DD-EA11-80D4-005056815D3E}	Amman, Jordan
14	{4155557A-B0DD-EA11-80D4-005056815D3E}	Amsterdam, Netherlands
15	{D06A3FDF-387D-4F8B-B5EF-8B6AD420C6A9}	The Hague, Netherlands

Step 6: Specify if you want an approximate match or an exact match. You can either type in a number, 1=approximate or 0=exact. OR you can type in the words TRUE=approximate or FALSE=exact.

In this scenario, we want an exact match. So your formula will now look like:

=VLOOKUP([@[Ticket Number]],Table720,2, FALSE) or

=VLOOKUP([@[Ticket Number]],Table720,2, 0) or

You can now see that the Destination has been added to the spreadsheet. Because this is already in a Table format, Destination was added to each row. Where there was not a match, you will see that “#N/A” was returned. That means the ticket number was not listed in the Destination data set.

	A	B	C
1	Ticket Number	Passenger Name	Destination
2	{5101E3E5-DF2D-4A96-A50F-D4F2BA463284}	Passenger, Person 1	Flying Fish Cove, Christmas Island
3	{DAF32981-32E4-44BB-AD24-7CE2E5992C4C}	Passenger, Person 2	Freetown, Sierra Leone
4	{F54AC02D-CAE2-4887-BE3A-2E67D2F8C0D0}	Passenger, Person 3	Funafuti, Tuvalu
5	{BF19F62F-B314-4390-B2B4-6786BF0D6442}	Passenger, Person 4	Gaborone, Botswana
6	{6F672F75-4852-4C0D-A922-E4C010E98276}	Passenger, Person 5	George Town, Cayman Islands
7	{822347C3-3E05-4030-A7C2-7C0102CCFC86}	Passenger, Person 6	Georgetown, Ascension Island
8	{D053557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 7	Georgetown, Guyana
9	{1155557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 8	Gibraltar, Gibraltar
10	{4B48557A-B0DD-EA11-80D4-005056815D3E}	Passenger, Person 9	Gitega, Burundi

OTHER HELPFUL TIPS

- If you want to use data from a Pivot Table as part of a VLOOKUP, make sure that you copy and paste the pivot table. You cannot select pivot table data for a VLOOKUP, but by copying it, you put the data into normal cells that you can use for VLOOKUP purposes.
- Sometimes it can be helpful to remove the formula and leave only the data that you put into the cell. If you need to do this, copy the selection you need, paste it, and then you will see a little box in the bottom right corner of where you pasted that has a paste symbol and (Ctrl) next to it. Click the arrow on this box and select the box labeled values. Now, instead of a formula like =VLOOKUP([@[Ticket Number]],Table720, 2, FALSE), the cell will change to represent the value that the formula points to, e.g., George Town, Cayman Islands.
- Some common mistakes to avoid:
 - Always make sure to start the VLOOKUP formula with “=”. This is the way you let the cell know that you are using a formula. Without it, you will just be left with the text that you wrote in the cell.
 - Make sure that when you are selecting the data set, select all rows you want to include. If you accidentally miss half of what you intend to select, it will look like there is a lot of data missing that is actually there.

For more information and other ways to use VLOOKUP:



<https://support.microsoft.com/en-us/office/vlookup-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1>