## Combining two worksheets on a common field using VLOOKUP and a named field.

For this example we have these two worksheets:

	A	В	С	D	E					
1	U Number	Last Name	First Name	Major						
2	U111	Smith	James	Accountin	ng					
3	U222	Williams	Kayla	MIS						
4	U333	Shah	Kritika	MIS						
5	U444	O'Brien	Ryan	Marketin	g					
6	U555	Yan	Marcus	Finance						
7	U666	Johns	Jayla	Managen	nent					
8										
9										
40		ta la fa								
4	Da	SIC INTO D		(+)	Δ	В	C	D	F	F
				1	U Number	Last Name	First Name	Phone	Email	Starting Semester
				2	U444	O'Brien	Rvan	727-333-2222	Rvobrien@mail.usf.edu	Fall 2014
				3	U555	Yan	Marcus	516-222-3344	Xvan@mail.usf.edu	Spring 2015
				4	U666	Johns	Javla	990-444-3333	JavlaJ@mail.usf.edu	Summer 2013
				5	U111	Smith	, James	813-111-1222	smith15@mail.usf.edu	Fall 2015
				6	U222	Williams	Kayla	727-222-1111	kwill11@mail.usf.edu	Spring 2013
				7	U333	Shah	Kritika	813-222-3333	kritika@mail.usf.edu	Summer 2012
				8						
				9						
				40			11.6			

1) Select sells A1:F7 in the *Expand Info* worksheet and name this group of cells. I'll name them *ExtraData* (no spaces allowed in the names). Click the Formulas tab, then 'Define Name'

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Fun	ction 🔹	Used 👻	* *	▼ Time ▼	Reference • Tria •	Functions *	Manager 🔐 Crea	e from Selectio	n
Function Library Def							Defined	Names	
A1 $\cdot$ : $\times$ $\checkmark$ $f_x$ U Number									
	А	В	С	D	E		F	G	Н
1	A U Number	B Last Name	C First Name	D Phone	E Email		F Starting Semester	G	Н
1 2	A U Number U444	B Last Name O'Brien	C First Name Ryan	D Phone 727-333-2222	E Email Ryobrien@ma	il.usf.edu	F Starting Semester Fall 2014	G	Η
1 2 3	A U Number U444 U555	B Last Name O'Brien Yan	C First Name Ryan Marcus	D Phone 727-333-2222 516-222-3344	Email Ryobrien@ma Xyan@mail.usi	il.usf.edu f.edu	F Starting Semester Fall 2014 Spring 2015	G	Η
1 2 3 4	<b>A</b> U Number U444 U555 U666	B Last Name O'Brien Yan Johns	C First Name Ryan Marcus Jayla	D Phone 727-333-2222 516-222-3344 990-444-3333	Email Ryobrien@ma Xyan@mail.usi JaylaJ@mail.us	il.usf.edu f.edu sf.edu	F Starting Semester Fall 2014 Spring 2015 Summer 2013	G	Η
1 2 3 4 5	A U Number U444 U555 U666 U111	B Last Name O'Brien Yan Johns Smith	C First Name Ryan Marcus Jayla James	D Phone 727-333-2222 516-222-3344 990-444-3333 813-111-1222	Email Ryobrien@ma Xyan@mail.us JaylaJ@mail.us smith15@mail	il.usf.edu f.edu if.edu .usf.edu	F Starting Semester Fall 2014 Spring 2015 Summer 2013 Fall 2015	G	H
1 2 3 4 5 6	A U Number U444 U555 U666 U111 U222	B Last Name O'Brien Yan Johns Smith Williams	C First Name Ryan Marcus Jayla James Kayla	D Phone 727-333-2222 516-222-3344 990-444-3333 813-111-1222 727-222-1111	Email Ryobrien@ma Xyan@mail.us JaylaJ@mail.us smith15@mail kwill11@mail.u	il.usf.edu f.edu if.edu .usf.edu usf.edu	F Starting Semester Fall 2014 Spring 2015 Summer 2013 Fall 2015 Spring 2013	G	H
1 2 3 4 5 6 7	A U Number U444 U555 U666 U111 U222 U333	B Last Name O'Brien Yan Johns Smith Williams Shah	C First Name Ryan Marcus Jayla James Kayla Kritika	D Phone 727-333-2222 516-222-3344 990-444-3333 813-111-1222 727-222-1111 813-222-3333	Email Ryobrien@mai Xyan@mail.usi JaylaJ@mail.us smith15@mail kwill11@mail.u kritika@mail.u	il.usf.edu f.edu if.edu .usf.edu usf.edu sf.edu	F Starting Semester Fall 2014 Spring 2015 Summer 2013 Fall 2015 Spring 2013 Summer 2012	G	H

	А	В	С	D	E	F	G
1	U Number	Last Name	First Name	Major	Phone	Email	Starting Semester
2	U111	Smith	James	Accounting			
3	U222	Williams	Kayla	MIS			
4	U333	Shah	Kritika	MIS			
5	U444	O'Brien	Ryan	Marketing			
6	U555	Yan	Marcus	Finance			
7	U666	Johns	Jayla	Management			
8							

2) In the *Basic Info* spreadsheet, I'll add the *Phone, Email* and *Starting Semester* Headings.

- 3) My VLOOKUP formula for the E2 will be the following: =vlookup(\$A1,ExtraData,4,false)
  - **\$A1** = always look at column A for the U Number as you copy the formula to other cells
  - ExtraData = the cells you want to search or 'look' in
  - **4** = the forth column in ExtraData, in this case that is the phone number
  - **False** = find an exact match. If the U# isn't in ExtraData, give display an error message, don't just find the next closest U#
- 4) You can then copy this formula to the other cells in column E
- 5) When you copy the formula to column F for the email address, you'll only have to change the third field change the *4* (fourth column in ExtraData is the phone number) to *5* (fifth column in Extra Data is the email address).