

### VLOOKUP Formula

In Excel 2016, you can use the VLOOKUP formula to find data in a large spreadsheet.

1. In the Formula bar, enter:

**=VLOOKUP(**

2. After the first parenthesis, enter the value you want to look up or cell reference where the value will be followed by a comma:

**=VLOOKUP(A3,**

3. Enter the data range cell reference locations followed by a comma:

**=VLOOKUP(A3,B3:F30,**

4. Enter the column index number where you think the answers are followed by a comma:

**=VLOOKUP(A3,B3:F30,5,**

**Note:** The column index number must be to the right of your lookup value.

5. Enter the range lookup value: **TRUE** (finds partial matches) or **FALSE** (finds exact matches)

**=VLOOKUP(A3,B3:F30,5,FALSE)**

6. Press **Enter** on the keyboard to finish the formula.