# Merging Two Worksheets with VLOOKUP

VLOOKUP allows the merging of worksheets using a common field to match the data.

**Note:**
- Easiest method is to place both files in separate tabs on the same spreadsheet.
- A good practice is to backup the files before merging the data.
- The look up value must be in the first column or VLOOKUP will not work.

**Online training:**

## Name the sheet tabs:

In this example:
- **Master tab** is the sheet where the merge of new data from the will be populated.
- **New Data tab** is the sheet where the new data resides that will be merged into the Master sheet.
- The new data has a column titled “Gender” that the master data does not contain. This data needs to be merged into the master file.

## Put the Column Label(s) from New Data sheet on the sheet where data is that will be merged

- Either copy and paste the label(s) or type the label(s) into the **Master** sheet.

## Create the range to be merged and name it

- On the **New Data** sheet, highlight the data to be merged—do not include the labels.
- Name the highlighted cells.
- In this example, I named the highlighted cells “Range”.
Setup VLOOKUP Formula

On the Master sheet:

- Click into cell just under the label Gender (in this example Cell D2)
- Click on fx (function) in the function line
- Locate the VLOOKUP function (can do a search for it)
- Click on VLOOKUP and click OK

VLOOKUP

Type in:

- Lookup_value: $A2 ($ is to make Column A constant, A2 is the first match term)
- Table_array: Type in name of the range of cells
- Col_Index_num: Number of the column where you want the data from the New Data sheet (in this example it is 2)
- Range_lookup: Type in False (if there is not a matching lookup field, it will return a N/A)
- Click OK

Filling in the data

- Notice that the first data field fills in (in the example: m)
- To fill in the rest of the column with the data, copy the formula down the column
- The easy way to do it is to click in the cell and hover over the lower right corner until a solid + sign shows, then double click on the + sign

Note:

- In the example, Row 7, Column D shows #N/A—this indicates that there was not a matching value for that name in both sheets.
- To have those cells filled with blanks, in the formula line add the IFERROR( and ” ”

What IFERROR does it say, if there is not a match (if there is an error), put in a blank instead of #NA.