

Using VLOOKUP in Excel

On the [support page of Microsoft](#) you can find some more information about this function: =VLOOKUP(Value you want to look up, range where you want to lookup the value, the column number in the range containing the return value, Exact Match or Approximate Match – indicated as 0/FALSE or 1/TRUE).

Practical Example: adding Field of Education to participant report Erasmus+

In the present export from the participant reports from Mobility Tool, there is no reference to the Field of Education. However, if you want to have the Field of Education for filtering in the tool you need to add this data object from another file. This can easily be done using the VLOOKUP functionality in Excel. However, you will need a source containing the Field of Education and an identifier of students that is also present in the participant report. The good news is that this source also exists in Mobility Tool: the export of student mobilities.

First thing you have to do is export both the participant report and the student mobilities from the Mobility tool. Then you use a unique key that is present in both the participant report (e.g. mobility ID in column B) and the mobilities (e.g. Participant ID in column N). Using the VLOOKUP function you can use the mobilities to add the Field of Education to the participant report with the following function in the participant report excel:

=VLOOKUP(B2;'[2016-1-BE02-KA103-017215_Mobilities_Export_students.xls]Sheet1'!\$N\$3:\$Q\$1099;4;false)

- *B2* is the identifier that is present in both the participant report and the student mobilities;
- *'[2016-1-BE02-KA103-017215_Mobilities_Export_students.xls]Sheet1'!\$N\$3:\$Q\$1099* is the range of data where you want to find the Field of Education. The first column of the range should contain the value from B2 (in this case this is the Participant ID). When defining the range, make also sure you enclose all rows with data and the column with the value you are looking for;
- *4*: indicates the column of the Field of Education, counted from the first column of the range (in this case column N);
- *False*: you are looking for an exact match of the Participant ID.

If all goes well, you will find the Field of Education.

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