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5 242618	Janice	Abrams	jabrams@dch.ga	a.gov		Stuc		
6 257093	Julia	Abrams abramj00@dcor.state.ga.us					Stuc	
7 329078	Daniel	Abrams		daniel.abrams@	gdc.ga.gov		Stuc	
8 109130	Adel	Abunawass		adel@westga.e	du		Stuc	
9 1071081	Leticia	Adams		leticia.adams@r	northgatech.edu	I	Stuc	
10 145780	Brenda	Adams	brenda.adams@ung.edu				Stuc	
11 249115	Pamela	Adams		padams@ega.eo	du		Stuc	
12 326019	Anthony	Adams		tadams@northgatech.edu			Stuc	
13 712105	Sandra R.	Adams		saadams@dot.g	a.gov		Stuc	
14 82044	Chris	Adams		chris.k.adams@	ung.edu		Stuc 👻	
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Open both spreadsheets. In spreadsheet 1 insert a new column (can be labeled Match)

In the first cell of data type the function =vlookup(

Select your lookup value followed by a comma

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Go to spreadsheet 2 and highlight the cells you want to use as the table array for the comparison followed by a comma

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1053085	Sherry	Aaker	TRUE	saaker@albanytech.edu					
209336	i Edna	Aaron	FALSE	melissaaaron@djj.state.ga.us					
4 318461	Glenn	Aaron	FALSE	glenn.aaron@dbhdd.ga.gov					
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974310	Udeme	Aaron	FALSE	uaaron@atlantatech.edu					
900076198	Carol	Abarr	TRUE	carolabarr@clayton.edu					
8 997097	Ali	Abbassi	FALSE	alabbassi@dhr.state.ga.us					
143902	CAROLE	ABBOTT	FALSE	cabbott@highlands.edu					
1D 229260	Steven	Abbott	FALSE	sabbott@gfc.state.ga.us					
11 309077	Scott	Abbott	TRUE	sabbott@dot.ga.gov					
12 913101878	Rachel	Abbott	TRUE	rachel.abbott@gsw.edu					
15 29575-	Guy	Abbs	TRUE	gabbs@laniertech.edu 👻					
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Enter a numeric value for the column index followed by a comma (this is the value you would like returned if there is a match, in this case it is column number 3)

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3 995734	Guy	Abbs		gabbs@laniertech.edu	6	TRUE - Approximat	te match 2
4 32698	Dawit	Aberra		aberrad@fvsu.edu VLOOKUP will only find a	n exact match	FALSE - Exact matc	h 👔
5 242618	Janice	Abrams		jabrams@dch.ga.gov	S	Student	8/18/2
6 257093	Julia	Abrams		abramj00@dcor.state.ga.us	5	Student	1/11/2
7 329078	Daniel	Abrams		daniel.abrams@gdc.ga.gov	5	Student	8/31/2
8 109130	Adel	Abunawass		adel@westga.edu	5	Student	12/19/2
9 1071081	Leticia	Adams		leticia.adams@northgatech.edu	5	Student	4/6/2
10 145780	Brenda	Adams		brenda.adams@ung.edu	S	Student	5/2/2
11 249115	Pamela	Adams		padams@ega.edu	5	Student	5/1/2
12 326019	Anthony	Adams		tadams@northgatech.edu	S	Student	11/30/2
13 712105	Sandra R.	Adams		saadams@dot.ga.gov	S	Student	3/25/:
14 82044	Chris	Adams		chris.k.adams@ung.edu	S	Student	4/19/2
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You will be taken back to spreadsheet 1. Select False to search for exact matches then click Enter

The value you selected will populate if a match is found. Drag the + in the bottom right hand corner to copy the formula to the remaining cells

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1 Users Code	Users First Name	Users Last Name	Match	Users Email		Users Authority	Users Last	
2 1053089	Sherry	Aaker	Aaker	saaker@albanytech.edu			saaker@al	
3 995734	Guy	Abbs		abbs@laniertech.edu		Student	3/30/2	
4 32698	Dawit	Aberra		aberrad@fvsu.edu		Student	8/18/2	
5 242618	Janice	Abrams		jabrams@dch.ga.gov		Student	8/18/2	
6 257093	Julia	Abrams		abramj00@dcor.state.ga.us		Student	1/11/2	
7 329078	Daniel	Abrams		daniel.abrams@gdc.ga.gov		Student	8/31/2	
8 109130	Adel	Abunawass		adel@westga.edu		Student	12/19/20	
9 107108	Leticia	Adams		leticia.adams@northgatech.edu		Student	4/6/20	
10 145780	Brenda	Adams		brenda.adams@ung.edu		Student	5/2/2	
11 249115	Pamela	Adams		padams@ega.edu		Student	5/1/2	
12 326019	Anthony	Adams		tadams@northgatech.edu		Student	11/30/20	
13 712105	Sandra R.	Adams		saadams@dot.ga.gov		Student	3/25/:	
14 82044	Chris	Adams		chris.k.adams@ung.edu		Student	4/19/2	
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2 1053089 Sherry	Aaker	Aaker	saaker@albanytech.edu		saaker@al				
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4 32698 Dawit	Aberra	#N/A	aberrad@fvsu.edu	Student	8/18/2				
5 242618 Janice	Abrams	#N/A	jabrams@dch.ga.gov	Student	8/18/2				
6 257093 Julia	Abrams	#N/A	abramj00@dcor.state.ga.us	Student	1/11/2				
7 329078 Daniel	Abrams	#N/A	daniel.abrams@gdc.ga.gov	Student	8/31/2				
8 109130 Adel	Abunawass	#N/A	adel@westga.edu	Student	12/19/2				
9 1071081 Leticia	Adams	#N/A	leticia.adams@northgatech.edu	Student	4/6/2				
10 145780 Brenda	Adams	#N/A	brenda.adams@ung.edu	Student	5/2/2				
11 249115 Pamela	Adams	#N/A	padams@ega.edu	Student	5/1/2				
12 326019 Anthony	Adams	#N/A	tadams@northgatech.edu	Student	11/30/2				
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