Let Excel Fetch the Data for you

VLOOKUP
- Let VLOOKUP do the searching
- Retrieve individual records from a large list of data

Suppose you have two tables in EXCEL and you’d like to move one column from one table into the other table based on a unique identifier. VLOOKUP searches for the value in the left-most column of a table and returns a value you specify. VLOOKUP is handy if you want to look up a value in one place and insert it into another.

Advanced Filter
- Extract specific data from one dataset and copy it to another location
- You can extract data based on one or multiple criteria and place the data elsewhere

If you have a large list of records and you need to extract only those meeting certain criteria, you can use the Advanced Filter function to extract those records and place them elsewhere. This can be much more efficient than sorting, copying, and pasting the data.

To use this function, go to the Data menu, then in the Sort & Filter section, click on Advanced.

Links to Video Demonstrations/ Detailed Instructions
VLOOKUP: Demo for VLOOKUP
Advanced Filter: Demo for Advanced Filter *
Additional Advanced Filter Detailed Instructions: Filter by using Advanced Criteria & Excel Advanced Filter Introduction

*This demo is 21 minutes long, but contains multiple 2-3 minute examples