

Look up the right value

XLOOKUP, VLOOKUP and INDEX + MATCH.

USE THE SAME INPUT

ID	Region	Amount	Status
P101	North	120	Paid
P102	South	80	Open
P103	North	200	Paid
P104	West	150	Open
P105	North	50	Open
P106	South	100	Paid

Import sales.csv at A1 (comma) or paste sales.tsv at A1. Keep the English sample values unchanged.

English Excel: comma arguments. Regional settings may use another separator.

Modern exact lookup

```
=XLOOKUP("P103", A2:A7, C2:C7)
```

RESULT: 200

Exact match is the default. The first match wins.

Classic exact lookup

```
=VLOOKUP("P103", A2:D7, 3, FALSE)
```

RESULT: 200

FALSE is essential for an exact ID match. 3 counts from column A.

INDEX + MATCH

```
=INDEX(C2:C7, MATCH("P103", A2:A7, 0))
```

RESULT: 200

MATCH returns a relative position; 0 means exact match.

A missing key

```
=XLOOKUP("P999", A2:A7, C2:C7, "Missing")
```

RESULT: Missing

An explicit missing label is not the same as a genuine zero.

Last matching record

```
=XLOOKUP("North", B2:B7, A2:A7, "Missing", 0, -1)
```

RESULT: P105

-1 searches bottom to top. Last row does not mean latest date.

Check key uniqueness

```
=COUNTIF(A2:A7, "P103")
```

RESULT: 1 matching record

0 means missing; above 1 means duplicate keys. A lookup can hide them.

BEFORE YOU USE IT

XLOOKUP requires Microsoft 365, Excel 2021 or newer; not Excel 2016/2019. The VLOOKUP and INDEX + MATCH recipes are alternatives for older versions.

MICROSOFT REFERENCES

[XLOOKUP](#) [VLOOKUP](#) [MATCH](#)