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# The Only Two Formulas You Need To Know

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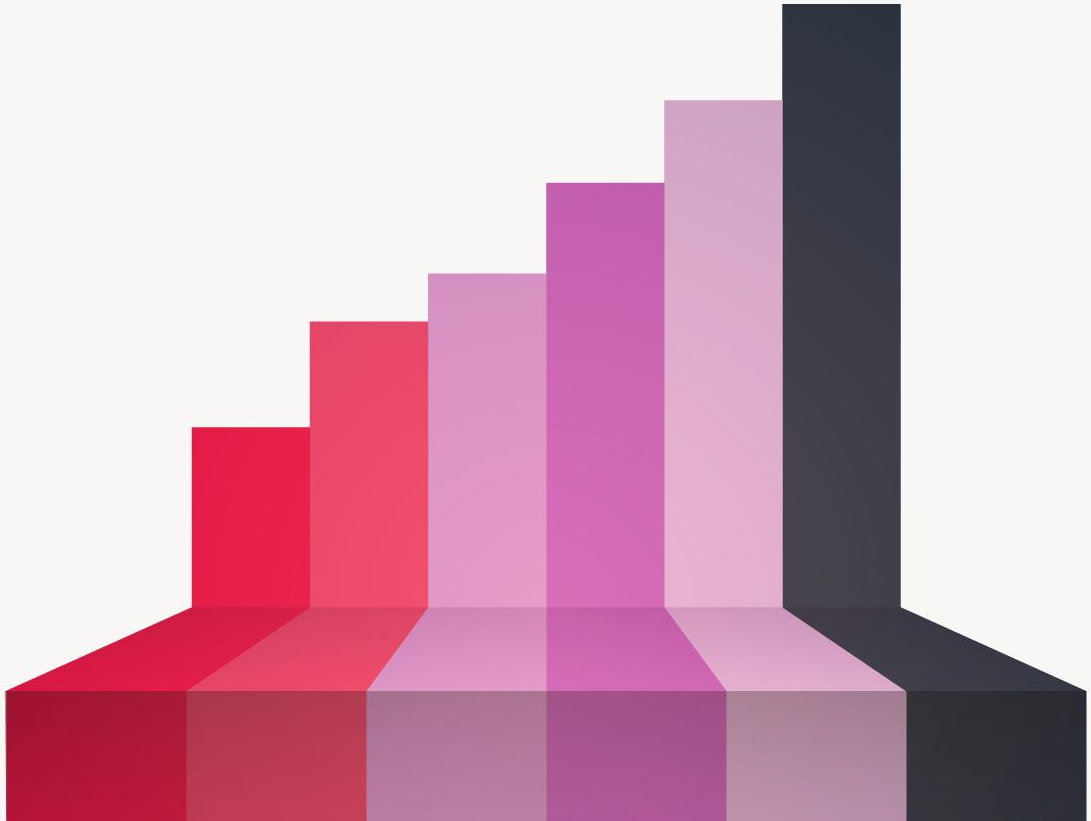
Smartsheet
October 1, 2020



# Hi there!

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# Learning objectives

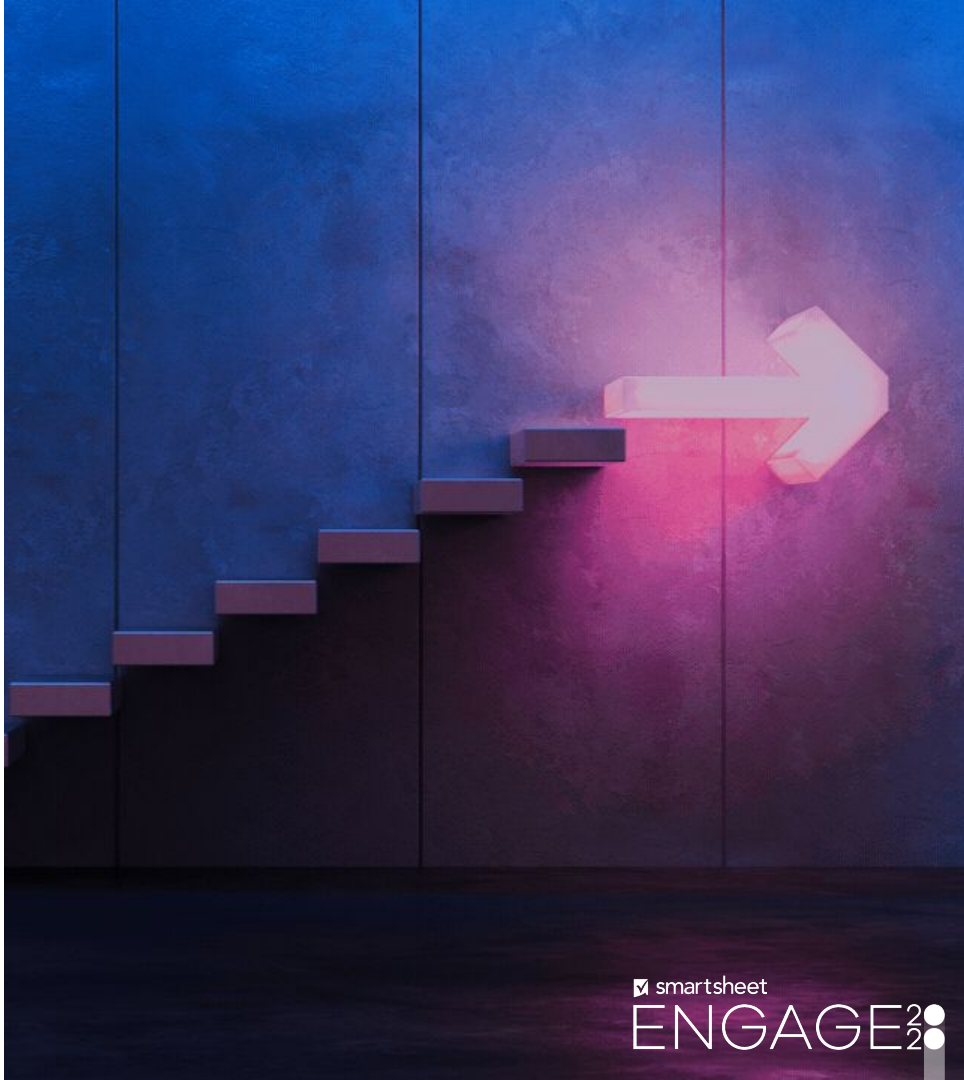
## 1. Learn how to use VLOOKUP formula

## 2. Learn how to use Index/Match formula

- What does Match do?
- What does Index do?
- What happens when you put them together?

## 3. Learn when to use which formula

- How do you decide which formula to use?
  - Vlookup is easier to build
  - Index/Match is harder to break
  - Index/Match can also be used for horizontal lookups



# The problem

"How our customers use Smartsheet informs everything we do: from our templates, to our product roadmap, to our training offerings. The customer success team tracks time spent researching customer use cases by individual team member. I need to report on how many hours have been spent per global office."

— Lance Merkin

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# Demo

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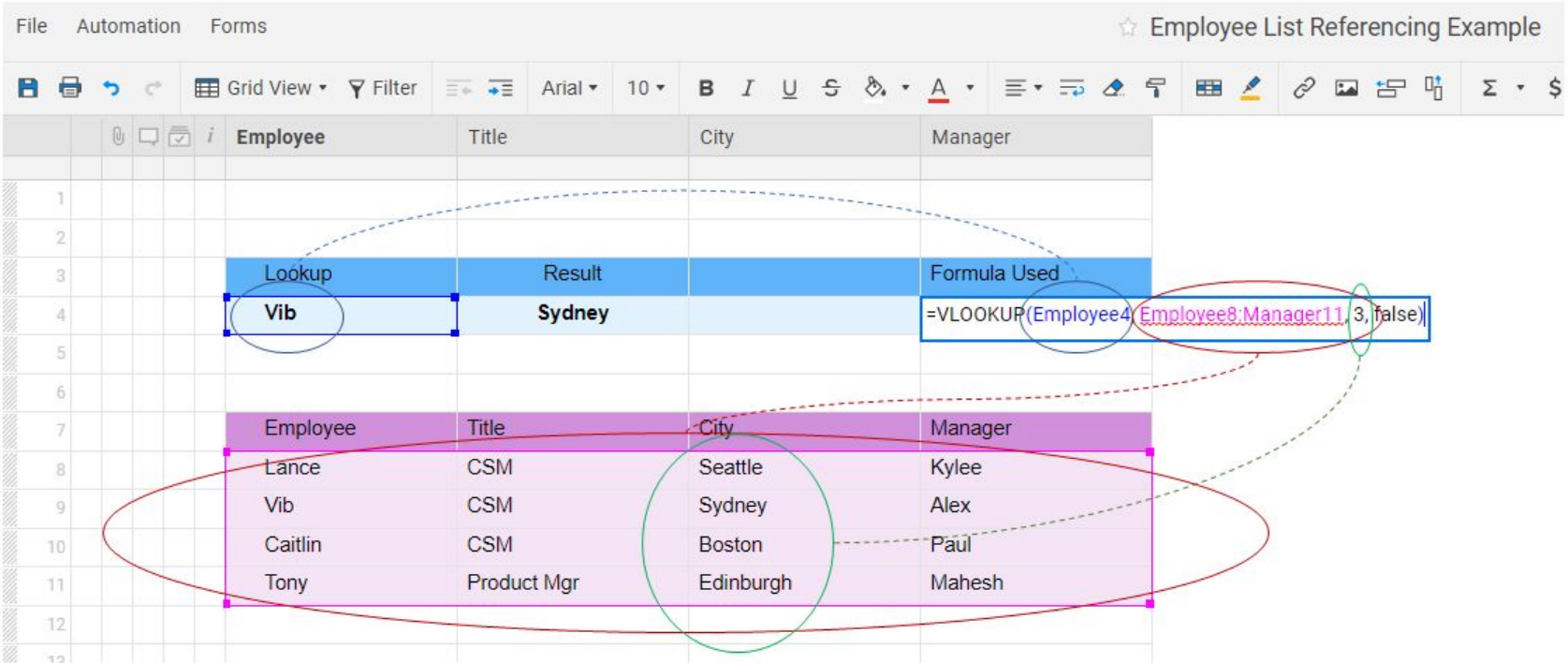
# VLOOKUP

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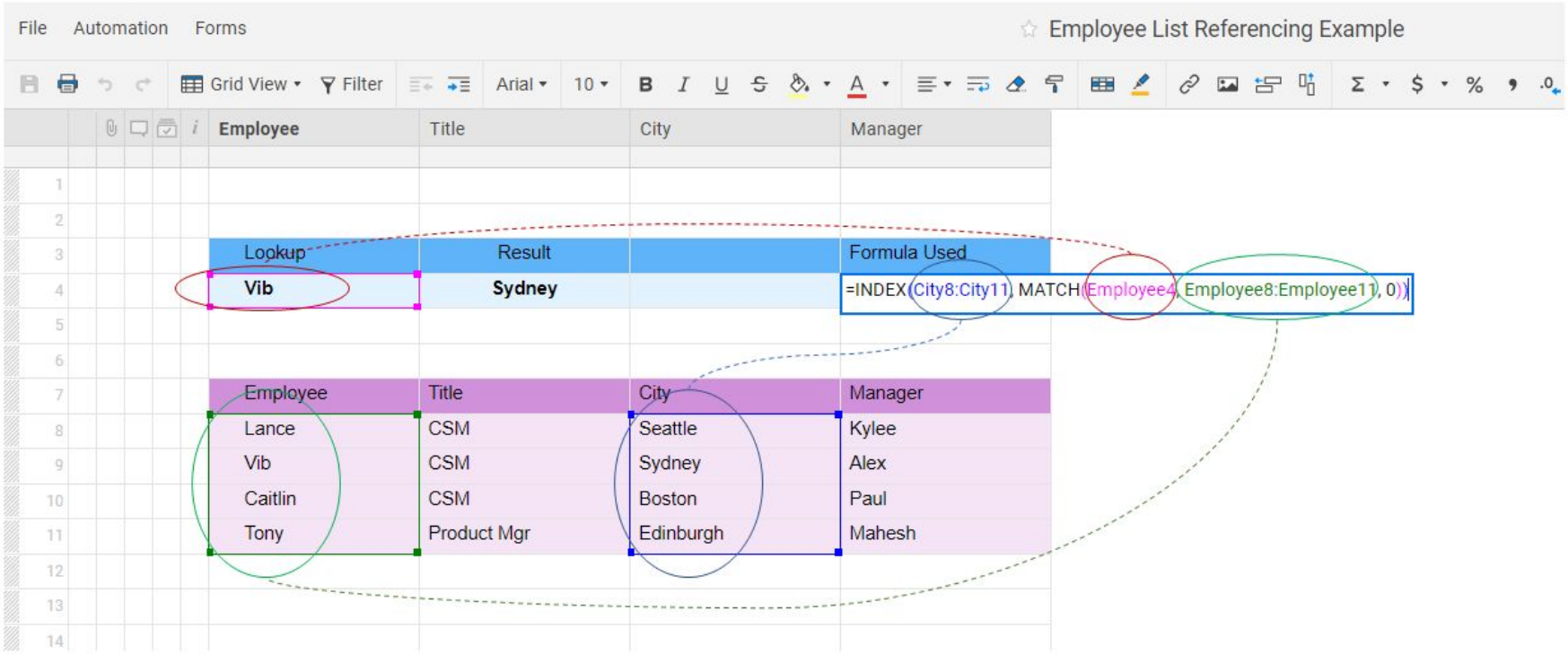
# Index & Match

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# In closing

1. VLOOKUP is great for quickly putting together a reference formula.
2. The Index/Match function is a hardier combination better suited for a long term solution

# Additional resources

1. ENGAGE Brain Boost: Formulas
2. Learning Center: Formula basics
3. Smartsheet Community: Formulas and Functions

# Thank you

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