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**Excel VLOOKUP Documentation Template**
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**Document Title: VLOOKUP Function Usage Guide**
**Date: [Insert Date]**
**Prepared By: [Your Name]**
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### 1. Introduction
- Briefly describe the purpose of this document and the importance of the VLOOKUP function in Excel.

### 2. Function Definition
- VLOOKUP syntax:
  \`\`\`
  =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
  \`\`\`

### 3. Parameters Description
| Parameter | Description |
|-----|-----|
| `lookup_value` | The value you want to search for in the first column of the table. |
| `table_array` | The range of cells that contains the data. |
| `col_index_num` | The column number in the table from which the matching value should be returned. |
| `range_lookup` | [Optional] TRUE for approximate match, FALSE for exact match. |

### 4. Example Scenario
- **Objective:** To find the price of a product based on its ID.
  | Column A | Column B |
  |-----|-----|
  | Product ID | Price |
  | 101 | $10.00 |
  | 102 | $15.00 |
  | 103 | $20.00 |
- **VLOOKUP Formula Example:**
  \`\`\`
  =VLOOKUP(102, A2:B4, 2, FALSE)
  \`\`\`

### 5. Common Pitfalls
- Ensure `lookup_value` is in the first column of `table_array`.
- Check for typo errors in `lookup_value` and the ranges used.
- Remember to correctly set `range_lookup` for the desired match type.

### 6. Additional Notes
- Discuss any advanced features or alternatives to VLOOKUP, such as INDEX/MATCH.

### 7. References
- Link to Excel support pages or other relevant documentation.
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**End of Document**

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