**EXCEL Assignment\_2 Solution**

1. What does the dollar ($) sign do?

**Solution:**  The use of dollar ($) sign will not change the address location. It means the part of cell reference before which it has been used is fixed.

1. How to change the reference from Relative to Absolute (or Mixed)?

**Solution:** To change the reference from Relative to Absolute (or Mixed) press F4 to toggle Relative address to Absolute address or manually add the dollar ($) sign before the row and the column.

1. Explain the order of operations in Excel?

**Solution:** Order of Operations in Excel are as follows:

1. Parentheses
2. Reference Operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical Operators

Note: If a formula contains multiple operators with the same priority (e.g., multiplication and division or addition and subtraction) Excel will evaluate the operators from left to right.

1. What, according to you, are the top 5 functions in Excel and write a basic syntax for any of two?

**Solution:** Top 5 functions in Excel are as follows:

1. The **SUM** Function

This function works to sum a group of numbers in a specific set of cells.

1. The **TEXT** Function

Text Function is a useful tool that helps convert a date (or number) into a text string in a particular format. It falls in the category of string formulas that converts numerical values into a string.

1. The **VLOOKUP** Function

VLOOKUP is useful when we need to find specific data in a large table.

1. The **AVERAGE** Function

It is used to get the average values in a range of cells.

1. The **CONCATENATE** Function

It is used to combine the content of the cell.

**Syntax for SUM Function is** =SUM (number1, number2, etc.…)

**Syntax for VLOOKUP Function is** =VLOOKUP (lookup\_ value, table \_array, col\_index\_number)

1. When would you use the subtotal function?

**Solution:** The SUBTOTAL Function is used when user wants to create groups and then perform various other EXCEL Functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX etc. Thus, the SUBTOTAL function in EXCEL helps in analyzing the data provided.

1. What is the syntax of VLOOKUP Function? Explain the terms in it?

**Solution**: Syntax of VLOOKUP Function is

**=VLOOKUP (lookup\_value, table\_array, col\_index\_num, [range\_lookup])**

Where the Function arguments are:

**Lookup\_value**: the value that you want to search for.

**Table\_array**: the array of data that is to be searched for the lookup\_value.

**Col\_index\_num:** an integer specifying the column number of the supplied table\_array, that you want to return a value from.

**[range\_lookup]:** an optional logical argument that describes what the function should return in the event that it does not find an exact match to the LOOKUP\_value.

The range\_lookup can be set to true or false.

True: if an exact match is not found, use the closest match below the lookup\_value.

False: if the exact match to the lookup\_value is not found return an error.

If the range\_value is omitted ,it uses the default value of TRUE.