Advance Excel Assignment 2

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

Ans - The dollar sign ($) is like a spotlight for numbers. When you see it in front of a number, it usually means that number is the cost of something. For example, if you see $10, it means ten dollars. Easy, right?

2. **How to Change the Reference from Relative to Absolute (or Mixed)?**

Ans - When you're dealing with cell references, you can make them absolute, relative, or mixed.

For absolute references, you use the dollar sign ($). If you want to make a reference absolute, you put the dollar sign in front of both the column and row. For example, if your cell reference is A1 and you want it absolute, you write it as $A$1.

For mixed references, you can make either the column or the row absolute. If you want only the column to be absolute, you put the dollar sign in front of the column, like $A1. If you want only the row to be absolute, you put the dollar sign in front of the row, like A$1.

Remember, it's all about keeping things in place when you copy your formulas around!

3. **Explain the order of operations in excel?**

Ans - In Excel, just like in mathematics, there's a specific order of operations to follow when evaluating formulas. This order is often remembered using the acronym PEMDAS:

1. Parentheses: Operations inside parentheses are done first.

2. Exponents: Exponential calculations (like raising a number to a power).

3. Multiplication and Division: These operations are performed from left to right.

4. Addition and Subtraction: Similarly, these operations are performed from left to right.

It's crucial to follow this order to get accurate results in your Excel formulas. If you have multiple operations in a cell, Excel will automatically calculate them in the correct order. If you want to change the order, you can use parentheses to prioritize specific calculations.

4. **What, according to you, are the top 5 functions in excel and write a basic syntaxfor any of two?**

Ans - Choosing the top 5 functions in Excel can be subjective depending on your specific needs, but here are two widely used ones:

1. VLOOKUP:

- Syntax:

```excel
=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
```

- **Example:**

```excel
=VLOOKUP(A2, $B$2:$D$10, 3, FALSE)
```

This formula looks for the value in cell A2 within the range B2 to D10. If it finds a match in the first column, it returns the value from the third column**.**

2. SUM:

- **Syntax:**

```excel
=SUM(number1, [number2], ...)
```

- **Example:**

excel=SUM(A1:A10)

This formula adds up all the numbers in cells A1 to A10.

These functions are powerful tools for data manipulation and analysis in Excel!

5. When would you use the subtotal function?

Ans - The SUBTOTAL function in Excel is handy when you want to perform operations on a subset of data within a larger dataset. It allows you to apply various functions, such as SUM, AVERAGE, COUNT, etc., to a range of data while ignoring other nested SUBTOTAL functions. This is particularly useful when you have a dataset with grouped or filtered data, and you want to calculate subtotals for specific categories without including the subtotals in the total.

For example, if you have a column of numbers and another column indicating categories, you could use the SUBTOTAL function to calculate the sum or average for each category separately. It's a great tool for creating more detailed reports or analyses within a larger dataset**.**

6. What is the syntax of the vlookup function? Explain the terms in it?

Ans - Sure, the VLOOKUP function in Excel has the following syntax:

excel

=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

`Here's an explanation of each term:

1. lookup_value: This is the value you want to search for in the first column of your lookup table. It's the value you want to match.

2. table_array: This is the table of data that contains the information you want to retrieve. The VLOOKUP function searches for the lookup_value in the first column of this range.

3. col_index_num: This is the column number in the table_array from which to retrieve the value. For example, if the value you want is in the third column of the table_array, col_index_num would be 3.

4. range_lookup: This is an optional argument. If TRUE or omitted, VLOOKUP will look for an approximate match. If an exact match is not found, it will find the closest match that is less than or equal to the lookup_value. If FALSE, VLOOKUP will look for an exact match. If an exact match is not found, it will return an error.

So, in summary, VLOOKUP searches for a value in the first column of a table and returns a value in the same row from a specified column.