**Advance Excel Assignment 2**

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

A. There are 2 functions of a dollar sign :

1. represents the US currency dollar.

2. it is used for absolute cell referencing.

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

A. We add dollar sign infront of the row number/numbers and column letter/letters in case of changing it to absolute referencing.

In case of Mixed referencing we add dollar sign in front of either the column letters or row numbers depending upon the need.

Alternatively we can select the desired cell or formula bar and press the F4 key once to change from relative to absolute referencing and twice to mixed referencing.

3. Explain the order of operations in excel?

A. Operations in general in excel work according to the BODMAS rule in mathematics but here we call it PEDMAS(parenthesis,exponential,division,multiplication,addition,subtraction).

Certain operators also work in order of:

1. reference operators(colon : , single space , comma , )

2.negation(-)

3.percent(%)

4. exponentiation(^)

5. multiplication(\*) and division(/)

6. addition(+) and subtraction(-)

7. concatenation(&)

8.comparison(<,>,=,>=,<=,<>)

Whenever we want to change the order of operation we enclose it in parenthesis for any operator.

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

A. top 5 functions in excel:

1.vlookup: =VLOOKUP(lookup\_value,table\_array,col\_index\_num,[range\_lookup])

2.average

3.sum: =**SUM(number1**, [number2],...).

4.count

5.max/min

5. When would you use the subtotal function?

A. When we want to find the sub category totals depending upon various categories of the data for a particular column at that time we use subtotal function. We calculate subtotals depending upon various criterions in a single column or many columns. We can use several criterias and calculate several sub totals.

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

A. the syntax of Vlookup function is:

VLOOKUP(lookup\_value, table\_array, col\_index\_num,

[range\_lookup])

The detailed explanation of the syntax is:

1. lookup\_value – It is the first required parameter in the vlookup function and is the value that we intend to look up for in the data table . It is the particular value for which we want to find the details of from the data table from other columns. This value must be the first column in the selected data range in which we apply the vlookup function. If the look up value is found in the data then the desired results are returned if found else it returns #N/A error.

2. table\_array - It is the second required parameter in the vlook up function. It is the table range in which the function looks up for the look up value situated in the first column of the data range selected.

3. col\_index\_num – It is the third required parameter in the vlookup function. It is the numerical value of the column in which the value of the row is picked corresponding to the look up value in the selected data range. The value must be greater than or equals to 1 and less than or equals to the total number of columns in the selected data range.

4. range lookup – It is the fourth parameter in the vlookup function which is optional. This parameter is required for the purpose of exact match or the approximate match of the lookup value in the corresponding rows. It has two values TRUE and FALSE.

TRUE specifies the exact matching criteria of the look up value and returns the exact matching row values of the given lookup value

And

FALSE specifies the criteria of the approximate match of the lookup value and returns almost the approx. matching row values of the given look up value.

By default this value is set for TRUE.