**Advance Excel Assignment 2**

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

Ans. The $ is used in a cell reference to create an absolute reference. An absolute reference is one that will not change when the formula is copied.

There are many variations of absolute references:

* $A$1 will always point to column A and row 1.
* $A1 will always point to column A, but the row is allowed to change as the formula is copied.
* A$1 will always point to row 1, but the column is allowed to change as the formula is copied.
* $A$1:$A$10 will always point to the range A1:A10.
* A$1:A1 creates an expanding range. As you copy the formula down the worksheet, the range will change to A$1:A2, then A$1:A3, and so on.

The $ can use the F4 key while editing the formula. The first press of F4 changes A1 to $A$1. Press F4 again for A$1. Press F4 again for $A1. Press F4 again to return to A1.

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

Ans. Change the reference from relative to absolute as follows:-

Create an absolute reference, use the **"$"** symbol in the formula. Below is a basic example demonstrating the difference between a basic relative and absolute reference.

**Relative reference**

**=SUM(A1:A3)**

The above formula adds the values of cells **A1** through **A3.**

**Absolute reference**

**=SUM($A$1:$A$3)**

To change the above relative reference to an absolute reference, add a **"$"** symbol in front of the column and row.

1. Explain the order of operations in excel?

Ans. The order of operations is a rule that tells the correct sequence of steps for evaluating a math expression.

The order of operations in excel are as follow:-

Parentheses - **()**

Exponentiation (Power) - **^**

Multiplication - **\***

Division - **/**

Addition - **+**

Subtraction - **-**

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

Ans. The top 5 functions in excel are:-

SUM - =SUM(number1, [number2],…..)

MIN - =MIN(number1, [number2],…..)

TRIM - =TRIM(text)

MATCH - =MATCH(lookup\_value,lookup\_array,[match\_type])

AVERAGE - =AVERAGE(number1, [number2],…..)

1. When would you use the subtotal function?

Ans. We use the subtotal function, if we return a subtotal in a list database.

Syntax of subtotal function is **“=SUBTOTAL(function\_num, ref1, [ref2], ...)”**

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

Ans. The V in VLOOKUP stands for "Vertical."

Syntax: - VLOOKUP(lookup\_value,table\_array,col\_index\_num,[range\_lookup])

(lookup\_value – is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Table\_array – is a table of text, number, or logical value, in which data is retrieved. Table\_array can be a reference to a range or a range name.

Col\_index\_num – is the column number in table\_array from which the matching value should be returned. The first column of value in the table is column 1.

Range\_lookup – is a logical value to find the closest match in the first column (sorted in ascending order). It should be “True” for omitting and to find an exact match use “False”.)