

Assignment 2

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

Microsoft Excel and other spreadsheet software use the dollar sign (\$) to denote a fixed row, fixed column reference, or an absolute cell reference

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

When you are typing your formula, after you type a cell reference - press the F4 key. Excel automatically makes the cell reference absolute! By continuing to press F4, Excel will cycle through all of the absolute reference possibilities.

3. Explain the order of operations in excel?

In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet. First, any expressions in parentheses are evaluated.

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

The basic syntax for a function is an equals sign (=), the function name (SUM, for example), and one or more arguments. Arguments contain the information you want to calculate. The function in the example below would add the values of the cell range A1:A20.

5. When would you use the subtotal function?

The SUBTOTAL Function^[1] in Excel allows users 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.

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

Use VLOOKUP when you need to find things in a table or a range by row. For example, look up a price of an automotive part by the part number, or find an employee name based on their employee ID.

In its simplest form, the VLOOKUP function says:

=VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).

Syntax — VLOOKUP([lookup_value](#), [table_array](#), [col_index_num](#), [[range_lookup](#)])

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.

Note: The Vlookup function searches in the left-most column of this array.

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, meaning:

TRUE-If an exact match is not found, use the closest match below the lookup_value.

Note: if this option is used, the left-hand column of the table_array must be in ascending order.

FALSE -If an exact match to the lookup_value is not found, return an error.

If the [range_lookup] value is omitted, it uses the default value of TRUE.