**ASSIGNMENT – 2**

**QUESTION**

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

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

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

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

**5. When would you use the subtotal function?**

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

**ANSWERS**

1. **The dollar sign ($) is used in Excel to create an absolute reference in a cell address. When you add a dollar sign before a column or row reference in a formula, it tells Excel to keep that reference fixed when the formula is copied or moved to another cell. This is useful when you want to refer to a specific cell or range of cells in a formula and prevent it from changing.**
2. **To change a reference from relative to absolute or mixed in Excel, you need to add or remove dollar signs ($) in the cell address. If you want to make a reference absolute, add a dollar sign before both the column and row reference (e.g., $A$1). If you want to make a reference mixed, add a dollar sign before either the column or row reference (e.g., $A1 or A$1).**
3. **The order of operations in Excel follows the acronym PEMDAS, which stands for Parentheses, Exponents, Multiplication and Division (performed left to right), and Addition and Subtraction (performed left to right). This means that Excel will perform any calculations inside parentheses first, then any exponentiation, followed by multiplication and division (in the order they appear from left to right), and finally addition and subtraction (in the order they appear from left to right).**
4. **The top 5 functions in Excel are SUM, AVERAGE, COUNT, IF, and VLOOKUP. Here are the basic syntaxes for two of these functions:**

* **SUM: adds up a range of numbers Syntax: =SUM(range) Example: =SUM(A1:A10) adds up the numbers in cells A1 through A10**
* **IF: checks if a condition is true or false, and returns a value based on the result Syntax: =IF(condition, value\_if\_true, value\_if\_false) Example: =IF(A1>10, "Yes", "No") checks if the value in cell A1 is greater than 10, and returns "Yes" if true or "No" if false**

1. **The Subtotal function in Excel is used to calculate subtotals for a range of data. You would use this function when you want to group data by a specific category and calculate subtotals for each group. For example, if you have a list of sales data by region, you could use the Subtotal function to calculate the total sales for each region.**
2. **The syntax for the VLOOKUP function in Excel is as follows:**

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

* **lookup\_value: the value you want to look up in the first column of the table\_array**
* **table\_array: the range of cells containing the lookup table, including the column you want to return the result from**
* **col\_index\_num: the column number (starting from the leftmost column in the table\_array) of the cell you want to return the result from**
* **range\_lookup: (optional) a logical value (TRUE or FALSE) that specifies whether you want an approximate match (TRUE) or an exact match (FALSE)**

**For example, to look up the price of an item based on its product code in a table located in cells A1:B10, where the price is located in the second column, you would use the following formula:**

**=VLOOKUP(A2, A1:B10, 2, FALSE)**

**Here, A2 is the cell containing the product code you want to look up, A1:B10 is the range containing the lookup table, 2 is the column number of the price column in the lookup table, and FALSE specifies that you want an exact match**