Advance Excel Assignment 2

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

The dollar sign ($) in Excel is used to create an absolute reference in cell references. When you use a dollar sign before the column letter, row number, or both in a cell reference (e.g., $A$1, $A1, A$1), it prevents that part of the reference from changing when the formula is copied to another cell. In other words, it "locks" the reference. For example, if you have =$A$1 in a formula, copying it to other cells will always refer to cell A1, regardless of the destination cell.

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

To change a reference from relative to absolute (or mixed), you can do the following:

- For absolute reference: Add dollar signs ($) before the column letter and row number (e.g., $A$1).

- For mixed reference (e.g., absolute column and relative row): Add a dollar sign before the column letter (e.g., $A1) or before the row number (e.g., A$1).

3. Explain the order of operations in excel?

Excel follows a specific order of operations when evaluating formulas:

* Parentheses: Excel evaluates expressions within parentheses first.
* Exponents: It calculates exponentiation (e.g., ^).
* Multiplication and Division: Excel performs these operations from left to right.
* Addition and Subtraction: Similar to multiplication and division, these operations are performed from left to right.
* Comparison Operators: These include operators like >, <, =, etc., which are evaluated next.
* Logical Operators: Logical functions like AND, OR are evaluated.
* Text Concatenation: If & is used, text concatenation is performed.
* Cell References and Named Ranges: Finally, Excel resolves cell references and named ranges.

4. What, according to you, are the top 5 functions in excel and write a basic syntax

for any of two?

Excel offers numerous functions, but some of the most commonly used ones include:

- \*\*SUM Function:\*\*

Syntax: =SUM(number1, number2, ...)

Example: =SUM(A1:A5) - Calculates the sum of values in cells A1 through A5.

- \*\*VLOOKUP Function:\*\*

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

Example: =VLOOKUP(A2, B1:D10, 3, FALSE) - Searches for a value in the first column of the table array and returns a value in the third column when an exact match is found.

5. When would you use the subtotal function?

The SUBTOTAL function is used to perform calculations on a range of data while ignoring other SUBTOTAL functions within that range. It's typically used in scenarios where you want to create subtotal calculations within a larger dataset, such as financial statements, where you need to calculate subtotals for specific categories or groups without including subtotals of other subtotals. It can be useful for creating more complex, hierarchical subtotal structures within your data.

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

- `lookup\_value`: The value you want to find in the first column of the table\_array.

- `table\_array`: The range of cells that contains the data you want to search. It should include the column where the lookup\_value is located and the column from which you want to retrieve a value.

- `col\_index\_num`: The column number in the table\_array from which you want to retrieve a value.

- `[range\_lookup]`: An optional argument that determines the type of match. Use TRUE (or omit) for an approximate match or FALSE for an exact match.

Example: `=VLOOKUP(A2, B1:D10, 3, FALSE)`

- It looks for the value in cell A2 in the first column of the range B1:D10.

- When it finds a match, it returns the value from the third column of the same range.

- The FALSE argument specifies that an exact match is required.