**Assignment -2**

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

ANSWER

The dollar sign in an Excel cell reference affects just one thing - it instructs Excel how to treat the reference when the formula is moved or copied to other cells.  using the $ sign before the row and column coordinates makes an absolute cell reference that won't change.

2. How to change the reference from relative to absolute (or mixed)?

Answer:

To change the reference from relative to absolute anyone has to use $ sign before the row number and column number in the shell where they coordinate.

3.Explain the orders of operations in excel?

Answer:

In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) First, any expressions in parentheses are evaluated. Next, Excel will resolve references. Then Excel will perform exponentiation, negation, and percent conversions (in that order), followed by multiplication and division, addition and subtraction.

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

A basic syntax for any of two.

ANSWER:

1. The sum functions.
2. The text functions.
3. The VLOOKUP functions.
4. The average functions.
5. The concatenate functions.

“=sum” (number1 , number2, number3 , etc)

“=average” (number1 , number2 , number3 , etc)

5. When would you use the subtotal?

Answer:

When I have to create groups and perform various other excel function such as SUM, COUNT, AVERAGE, PRODUCTMAX. Sometimes we need data based on different categories. SUBTOTAL helps to get the totals of several column of data broken down into different categories.

1. What is the syntax of the VLOOKUP function? Explain the term on it.

Answer:

VLOOKUP([value],[range],[column number],[false or true])

[values]- what you want to look up

[range]- where you want to look for it.

[column number]- the column number in the range containing the value to return.

[false or true]- returning exact or approximate match indicate as 0/false or 1/true.