Advance Excel Assignment – 2

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

1. One common meaning is that it denotes currency, the other being indicating absolute cell references in formulas. In simple terms, this tells excel that you want to always refer to a specific cell even when your formula is copied across.
2. Changing a cell from a relative to an absolute reference can be done by following

Open Excel

Highlight the cell containing a formula that you wish to change from absolute to relative

Click or highlight and then press the F4 key to switch between them.

1. Microsoft Excel follows the Operation represented by the acronym, PEMDAS

(Parentheses, Exponents, Multiplication, Division, Addition Subtraction)

1. The top 5 famous Excel formulas according to me are –

Concatenate() – Concatenate(A24&””&B24)

Vlookup() – VLOOKUP(A11,A2:E7,3,0)

HLOOKUP() – HLOOKUP(H23,G1:M5,4,0)

IF() – IF(A2>5,”Yes”,”No”)

Average() – Average(C25,C26,C27)

1. Subtotals in Microsoft Excel should be used where –

To find the sum of filtered values

To Dynamically Summarize Data

To Avoid Double Counting

1. VLOOKUP function is used to search a value in the first column of a range of cells, and then return a respective value from any cell on the same row of the range.

Syntax - VLOOKUP(lookup\_value, table\_array, col\_index\_num,)

VLOOKUP – Function Name

Lookup\_value – the value you want to look up

Table\_array – where you want to find the lookup value

Col\_index\_num – from where you want to fetch the resulting value.