**Advance Excel Assignment 2**

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

**Ans:** dollar($) sign lock the formula in that cell.

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

**Ans:** Select the cell that contains the formula.

In the formula bar , select the reference that you want to change.

Press F4 to switch between the reference types.

1. Explain the order of operations in excel?

**Ans :** Parentheses, Exponents, Multiplication, Division, Addition, Subtraction.

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

**Ans:** VLOOKUP function,IF function,SUBTOTAL, CHOOSE function, INDEX & MATCH function.

VLOOKUP syntax –

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

IF Function syntax-

=IF(logical\_test, [value\_if\_true], [value\_if\_false])

1. When would you use the subtotal function?

**Ans:** To get the totals of several columns of data broken down into various categories.

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

**Ans:** VLOOKUP syntax –

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

Lookup\_value: Select the cell where search values will be entered.

Table\_array: The table range, including all cells in the table.

Col\_index\_num: The data which is being looked up. The input is the number of the column, counted from the left:

Range\_lookup: TRUE if numbers (1) or FALSE if text (0).