**Advance Excel Assignment 2**

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

**Ans: -** Dollar sign denoted a currency but in excel it has one more use $ sign indicating absolute cell references in formulas.

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

**Ans: -** select the cell reference that you want to convert to an absolute reference, and press F4 to get the ‘$’ sign automatically and press enter.

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

**Ans: -** In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet. First, any expressions in parentheses are evaluated.

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

**Ans: -** 1. The SUM Function · 2. The IF Function · 3. The VLOOKUP Function · 4. The AVERAGE Function · 5. The CONCATENATE Function.

* Sum function- =SUM**(number1, number2, etc.)**
* **IF function-** =IF(logical\_test, [value\_if\_true], [value\_if\_false])

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

**Ans: -** The SUBTOTAL Function in Excel allows users to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc

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

**Ans: -** The function VLOOKUP in Excel is used to look up information in a table and extract the

corresponding data.

Syntax: VLOOKUP (value, table, col\_index, [range\_lookup]) Where,

* value: This specifies the value that you want to look up in our data.
* table: This is the location where the values are present in excel.
* col\_index: This specifies the column number from where we need to return the value.
* range\_lookup: This has two options; if the value is set to FALSE, that means we are looking for an exact match. If the value is TRUE, then we are looking for an approximate match.