**Assignment 2**

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

The one is dollar sign denotes currency and another one is it refers to absolue cell References .It remains unchanged wherever the formula moves

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

By pressing F4 key you can convert reference from relative to absolute.

By pressing F4 key two times it will convert into Mixed

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

PEMDAS – Parenthesis, Exponent, Multiplication, Division, Addition, Subtraction

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

SUM, AVERAGE, VLOOKUP, CONCATENATE, IF

=SUM(cell Range) Eg: =sum(A2:B2)

=VLOOKUP(lookup value, table array, column index number, true or False)

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

SUBTOTAL formula is used to find out subtotal of a given range of cells. You give SUBTOTAL two things – (1) a range of data (2) type of subtotal. In return, SUBTOTAL will give you the subtotal for that data.

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

=VLOOKUP(lookup value, table array, column index number, true or False)

Lookup value – column want to lookup

Table Array – Range of values wan to lookup

Column Index – select column value to lookup

True or False – Appropriate match or Exact Match