

## Excel Assignment 2

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

We can make the reference absolute by adding a \$ to the column, row or both. A reference to \$A\$1 in a formula would remain unchanged when you copy it. \$A1 would adjust the row number when copied but would still point to Column A. And A\$1 would keep the row number the same while adjusting the column reference.

In Excel, a dollar sign can denote a currency format, but it has ~~more~~ another common use: indicating absolute cell reference in formulas.

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

Press "F4" key once: The cell reference change from A1 to \$A\$1 (becomes absolute ~~to~~ from relative).

Press "F4" key two times. The cell reference changes from A1 to A\$1 (changes to mixed reference where the row is locked).

3) Explain the order of operations in Excel?

In General, Excel's order of operations follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization

to handle the formulae syntax in a spreadsheet.  
first, any expression in parentheses are  
evaluated.

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

- (i) Autosum
- (ii) IF function
- (iii) Lookup function  
Vlookup function  
Hlookup function
- (iv) Match function
- (v) Index function
- (vi) Date function

Example:  $=\text{Sum}(A1:A20)$  Adds the  
value in the cells A1:A20.

IF Function: One of the logical function to  
return one value if a condition is true and  
another value if it's false.

$=\text{IF}(A2 > B2, \text{"Over Budget"}, \text{"ok"})$

When would you use the Subtotal function?

The Subtotal function is designed for  
columns of data, or vertical ranges. It is not  
designed for rows of data, or horizontal ranges.  
For example, when you subtotal a horizontal  
range using a function-num of 101 or greater,  
such as  $\text{SUBTOTAL}(109, B2:G12)$  hiding column does  
not affect the subtotal.



SUBTOTALS help us to get the totals of several columns of data broken down into various categories.

The Excel SUBTOTAL function returns an aggregate result of supplied values.

6) What is the syntax of the Vlookup function? Explain the terms in it?

Syntax: Vlookup([value], [range], [column number], [false or true])

Vlookup stands for 'Vertical lookup', It is a function that makes Excel search for a certain value in a column (the so called 'table array'), in order to return a value from a different column in the same row.

= VLOOKUP (what you want to look up,  
where you want to look for it, the column number  
in the range containing the value to return,  
return an appropriate or exact match.