

## Advance Excel Assignment 2

Q1 > What does the dollar (\$) sign do?

Ans. : Dollar (\$) sign is used to 'pin' a cell address in place in order that a single cell can be used repetitively in multiple formulas by copying formulas between cells.

Q2 > How to change the Reference from Relative to Absolute (or Mixed)?

Ans. : To change the reference from relative to absolute, we need to add dollar (\$) sign before the column notation and row number.

Ex, A1 is a relative cell reference, and it would become absolute when you make it \$A\$1.

To change type of cell reference :

(i) Select cell that contains the formula.

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

(iii) Press F4 to switch between reference types.

Q3) Explain the order of operations in excel ?

Ans : The order of operations in excel as follows -

B - Brackets (Parentheses)

O - Order (Exponents)

D - Division

M - Multiplication

A - Addition

S - Subtraction

Q4) What, according to you, are the top 5 functions in excel and write a basic syntax from any of two ?

Ans : Top 5 excel functions are :-

(i) SUM - It gives the total of selected range of cell values. It performs mathematical operation which is addition.

Syntax - "= SUM (number 1, number 2, etc.)"

(ii) AVERAGE - It focuses on calculating the average of selected range of cell values.

Syntax - "= AVERAGE (number 1, number 2, etc.)"

(iii) COUNT - It counts the total number of cells in a range that contains a number.



(iv) VLOOKUP - It stands for Vertical Lookup which is responsible for looking for a particular value in the leftmost column of table and then returns a value in same row from column you specify.

(v) CONCATENATE - This function merges or joins several text strings into one text string.

Q5> When would you use the subtotal function?

Ans:

Subtotal function returns a subtotal in a list or database and performs various other excel functions such as SUM, COUNT, AVERAGE, etc., with or without including hidden values. It helps us to get the totals of several columns of data broken down into various categories.

Q6> What is the syntax of vlookup function? Explain the terms in it?

Ans: Syntax of VLOOKUP = VLOOKUP (lookup-value, table-array, col-index-num, [range-lookup])

lookup-value - 1<sup>st</sup> parameter of excel vlookup formula. It's a value which user wants to search in first column of range array and wants respective row values to be returned.

table\_array - It's a range in Excel worksheet which user wants to search the lookup value in first column of this table array.

col\_index\_num - It tells excel from which column of given array to be picked a row value of lookup value. It should be always greater or less than no. of columns in given table array range.

range\_lookup - It's used to specify whether user required an exact match values or an approximate match values. It is mentioned as TRUE or FALSE.