**Advance Excel Assignment 2**

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

1. It indicates absolute cell references in formulas.

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

1. Below are the step to change from relative to absolute

* 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.

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

1. order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction)

**4. What, according to you, are the top 5 functions in excel and write a basic syntax**

**for any of two?**

1. Sum
2. Countif
3. Counta
4. VLookup Formula.
5. Concatenate Formula.
6. Transpose
7. Average

**SUM** : Type the equals sign (=), then enter the function name (SUM) and Select the values from cell or column ranges

**Counta** : Type the equals sign (=), then enter the function name (**Counta**) and Select the values from cell or column ranges to capture the information or data

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

1. Subtotals are calculated with a summary function, such as Sum or Average, by using the SUBTOTAL function

=SUBTOTAL(function,range1,range2)

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

1. 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) (like 1,2)

It is a function that makes Excel search for a certain value in a column, in order to return a value from a different column in the same row.