

Advance Excel Assignment 2

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

Ans)using \$ in cell references allows you to copy the formula in Excel without changing references.

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

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

3. Explain the order of operations in excel?

Ans)

Parentheses

Reference operators

Exponents

Negation

Percent

Multiplication and Division

Addition and Subtraction

Concatenation

Logical operators

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

Ans)

a)VLOOKUP

b)CONCATENATE

c)COUNT IF

d)TEXT

e)if

syntax:

1)

=Vlookup(lookup_value,table_array,col_index_num,[range_lookup])

2)

=Text(value,format_text)

5. When would you use the subtotal function?

Ans)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 SUBTOTAL(109,B2:G2), hiding a column does not affect the subtotal.

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

=Vlookup(lookup_value,table_array,col_index_num,[range_lookup])

Where,

lookup_value - Select the cell where search values will be entered.

Table_array -The table range, including all cells in the table.

Col_index_num -The data which is being looked up. The input is the number of the column, counted from the left

range_lookup-TRUE if numbers (1) or FALSE if text (0)