**ADVANCE EXCEL ASSIGNMENT 2**

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

The dollar ($) sign is used in absolute reference of a cell address. It is used to make the cell reference to be fixed in a formula, so that it won’t get changed wherever the formula is placed or moved. It is used as “ $<column name>$<row number “. Example, $A$4.

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

To change the cell reference between Relative, Absolute and Mixed you can do the following:

1. Directly type the cell address with no $ sign for relative reference (A1), with one $ sign either one of the column or row number for mixed reference ($A1 or A$1), with 2 $ signs before both column and row number for Absolute reference ($A$1).
2. You can also switch between different cell references by entering or selecting the cell address in the formula bar or destination cell and press F4.
3. **Explain the order of operations in excel?**

The order of operations in excel is:

* 1. Parentheses - ()
  2. Reference operators - colon(:), single space, comma(,)
  3. Negation (-)
  4. Percent (%)
  5. Exponents (^)
  6. Multiplication and Division (\*, %)
  7. Addition and Subtraction (+,-)
  8. Concatenation (&)
  9. Logical operators (=,<=,>=,<,>,<>)

In excel, = sign is indicates for a formula and it is followed by operands (constants or cell address) which are separated by operators. The formula is evaluated from left to right.

If you combine several operators in a single formula, Excel performs the operations in the order listed above.

If a formula contains operators with the same precedence-for example, if a formula contains both a multiplication and division operator-Excel evaluates the operators from left to right.

If you want to change the order of operations, use parenthesis to group the part of the formula that you want to execute first.

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

The top 5 functions in excel are SUM, AVERAGE, CONCATENATE, IF, VLOOKUP

SUM: Used to calculate the sum of a range of numbers.

Syntax – SUM (number 1, number 2…)

AVERAGE: Used to calculate the average value in the range of cells.

Syntax – AVERAGE (number 1, number 2…)

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

The subtotal function is used in excel when we need to do some calculations on a subset of data. Subset means, the data range doesn’t need to be continuous to do the calculations. Also, using subtotal function we can add or filter out the hidden rows from the selected data set range by setting the appropriate function number that is predefined for the subtotal function.

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

Syntax of VLOOKUP function:

VLOOKUP(lookup\_value,table\_array,col\_index\_num,[range\_lookup])

where,

* + lookup\_value = the value you want to look up
  + table\_array = range where the lookup value is located
  + col\_index\_num = the column number in the range that contains the return value
  + range\_lookup = optionally, you can specify TRUE if you want an approximate match or FALSE if you want an exact match of the return value.