**Advance Excel Assignment 2**

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

Ans: - The dollar sign fixes the reference to given cell, so that it remains unchanged no matter where the formula moves.

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

Ans: - A cell that contains formula has a reference and you can change into relative, absolute, or mixed, so in the formula bar select the reference you want to change. For example, if you select A1, it is a relative column and relative row, so it is a relative reference. If you select $A$1, it is absolute column and absolute row, so it is an absolute reference. If you select $A1 or A$1, in this case one is absolute and one relative, so it is a mixed reference.

1. Explain the order of operations in excel?

Ans: - When we evaluate formula in excel, it follows a standard math protocol called “Order of operations”. In a simple way Excel’s Order of operation is Parentheses, exponent, multiplications, division, addition, and subtraction.

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

for any of two?

Ans: - Top 5 functions on Excel are Sum, Average, Concatenate, Text function, Vlookup.

* Sum basic syntax is “Sum = (numerber1, number2 etc)”
* Average syntax is “Average = (number1, number2 etc)”

1. When would you use the subtotal function?

Ans: - We use the subtotal function when we have data based on different categories. Subtotals help us to get the totals of several columns of data broken down into various categories.

There are steps to follow when we wish to use the Subtotal function.

* Formatting and sorting of the provider Excel data.
* Applying Subtotal to the table.

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

Ans: - Vlookup syntax “ =VLOOKUP(lookup value, range containing the lookup value, the column number in the range containing the return value, Approximate match (TRUE) or Exact match (FALSE))”.