Advance Excel Assignment 2

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

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

3. Explain the order of operations in excel?

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

for any of two?

5. When would you use the subtotal function?

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

1. The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves. In other words, using $ in cell references allows you to copy the formula in Excel without changing references.

2. Switch between relative, absolute, and mixed references

* 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. In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

4. The most frequently used functions in Excel are:

AutoSum - **“=SUM” (number1, number2, etc.).**

IF function -

LOOKUP function -

VLOOKUP function – The VLookup formula is **“= VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*).**

HLOOKUP function -

MATCH function -

CHOOSE function -

DATE function -

5. 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. In its simplest form, the VLOOKUP function says: =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, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).