

ADVANCE EXCEL

ASSIGNMENT-2

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

In Excel, a dollar sign can denote a currency format, but it has another common use: indicating absolute cell references in formulas.

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

To change the reference from relative to absolute, you need to add the dollar sign before the column notation and the row number. For example, A1 is a relative cell reference, and it would become absolute when you make it \$A\$1. If you only have a couple

of references to change, you may find it easy to change these references manually. So you can go to the formula bar and edit the formula (or select the cell, press F2, and then change it).

However, a faster way to do this is by using the keyboard shortcut – F4. When you select a cell reference (in the formula bar or in the cell in edit

mode) and press F4, it changes the reference. Suppose you have the reference =A1 in a cell. Here is what happens when you select the reference and press the F4 key. Press F4 key once: The cell reference changes from A1 to \$A\$1 (becomes 'absolute' from 'relative'). Press F4 key two times: The cell reference changes from

A1 to A\$1 (changes to mixed reference where the row is locked). Press F4 key three times: The cell reference changes from A1 to \$A1 (changes to mixed reference where the column is locked). Press F4 key four times: The cell reference becomes A1 again.

3.) Explain the order of operations in excel?

When evaluating a formula, Excel follows a standard math protocol called "order of operations". 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.) What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

1. SUM Function This function, as clear from the name, is used to add all the values provided as an argument and to display the result in the cell containing the function. Argument Type All Numbers Return Type Number
Syntax = SUM(number1, number2,) e.g. if you want to display the sum of values of cells A1, A2, A5, and A6 in cell A9, then you need to

simply type = SUM(A1, A2, A5, A6) in cell A9 and press Enter. The sum will be displayed in cell A9. If you want to add a range of values, then provide that range in SUM function as an argument. e.g. if you want to add values from A1 to A5, then write like =SUM(A1: A5). If an argument is an array or reference, only numbers in that array or reference are counted. Empty cells, logical values or text in the array or reference are ignored. If any arguments are error values or if any arguments are text that cannot be translated into numbers, Excel

displays an error. 2. AVERAGE

Function This function calculates the average of all the values provided as an argument to this function.

Argument Type All Numbers Return

Type Number Syntax =

AVERAGE(number1, number2,) e.g.

to calculate the average of the values of a range starting from A1 to A5 in cell B9, you need to write = AVERAGE(A1: A5) in cell B9. 3. COUNT Function This function counts the number of cells that contain numbers and numbers within the list of arguments.

Argument Type Any Type Return Type Number
Syntax = COUNT(value1, value2,) e.g. if the values contained in cells A1, A2, A3, and A4 are 5, 7, TRUE and 10 respectively, then – COUNT(A1: A4) will return 3.

Arguments that are numbers, dates or text representation of numbers (e.g. a number enclosed in quotation marks, such as '1') are counted. Arguments that are error values or text that cannot be translated into numbers are not counted. If an argument is an array or reference, only numbers in that array or reference are counted.

Empty cells, logical values, text or error values in the array or reference are not counted.

4. COUNTA Function

This function is similar to the COUNT() function. The only difference is that the COUNTA() function also calculates the text entries even when the entries contain an empty string of length 0(zero), i.e. " ", but empty cells are ignored. The COUNTA() function counts the total number of values in the list of arguments.

Argument Type Any Type
Return Type Number
Syntax = COUNTA (number 1, number 2, ...)

e.g. if the value contained in cells A1, A2, A3, and A4 are 5, 7, TRUE and 10 respectively then = COUNTA (A1: A4) will return 4.

5. MAX Function

This function is used to return maximum value from a list of arguments.

Argument Type All Numbers
Return Type Number
Syntax =

MAX(number1, number2,) e.g. if the values contained in cells A1, A2, A3 and A4 are 5, 7, 2 and 10 respectively then = MAX(A1:A4) will return 10.

MAX will consider only numeric and logical values to compute maximum.

If an argument is an array or reference, only numbers in that array or reference are used. Empty cells or text in the array or reference are ignored. If the arguments contain no numbers, MAX returns 0 (zero).

Arguments that are error values or text that cannot be translated into numbers cause errors. Read more on Sarthaks.com -

<https://www.sarthaks.com/130325/explain-any-five-functions-that-can-be-used-in-a-worksheet>

5.) When would you use the subtotal function?

The SUBTOTAL function is used when you display a Total row in an Excel Table. Excel inserts the SUBTOTAL function automatically, and you can use a drop-down menu to switch behavior and show max, min, average, etc. SUM: 9
AVERAGE: 1 MAX: 4
VARP: 11

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

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).