

## Assignment No. 02.

Q.1) What does the '\$' sign do?

⇒ It is used to indicate absolute cell references in formula.

2) How to change reference from relative to absolute (or mixed)?

⇒ ① Select the cell that contains the formula.

② In the formula bar, select the reference that you want to change.

③ Press F4 to switch between the reference types.

3) Explain the order of operations in excel.

⇒ ① It follows a acronym 'PEMDAS'.

② Parenthesis, Exponents, Multiplication, Division, addition, subtraction.

4) What according to you, top 5 function in excel & write a basic syntax for any of 2.

⇒ ① Vlookup Formula.

=Vlookup (lookup-value, table-array, col-index-num, [range-lookup])

② Concatenate function:

=Concatenate (text1, text2, ...)

③ Pivot tables

④ Removing Duplicates

⑤ Text to columns.

5) When would you use subtotal function?

⇒ It is designed for columns of data, or vertical range. It can automatically creates groups and applies common functions like sum to the grouped data.

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

⇒  $\text{VLOOKUP}(\text{lookup value, table-array, col-index-num, [range-lookup]})$

i.e.

=  $\text{VLOOKUP}(\text{what you want to look up, where you want to look for it, the column number in range containing the value to return, return an approximate or exact match - indicate as 1/TRUE, or 0/False})$