

Advance Excel Assignment 2

(-By Lakshmi)

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

⇒ The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves. It also used in Currency Format.

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

⇒ # 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.

Add '\$' sign manually

	A	B	C
1	Today's date		17-Nov-15
2			
3	Item	Delivery date	Ships in N days
4	Apples	17-Nov-15	0
5	Grapes	18-Nov-15	1
6	Lemons	19-Nov-15	2
7	Avocados	20-Nov-15	3
8	Cherries	21-Nov-15	4
9	Bananas	22-Nov-15	5
10	Limes	23-Nov-15	6

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

3. Explain the order of operations in excel?

⇒ Excel's order of operation follows the acronym PEMDAS (**P**arentheses, **E**xponents, **M**ultiplication, **D**ivision, **A**ddition, **S**ubtraction) but with some customization to handle the formula syntax in a spreadsheet. First, any expressions in parentheses are evaluated.

4. What, according to you, are the top 5 functions in excel & write a basic syntax for any of two?

⇒ # XLOOKUP

VLOOKUP

HLOOKUP

CONCATENATE

PIVOT TABLE

Syntax of XLOOKUP function is

=XLOOKUP(lookup, lookup_array, return_array, [not_found], [match_mode], [search_mode])

Formula bar: `=XLOOKUP(F2,B2:B15,C2:D15)`

	A	B	C	D	E	F	G	H
1	Category	Product	Sales	Average Rating		Product	Sales	Avg. Rating
2	Accessories	Bike Racks	64,400	94%		Helmets	36,400	0.65
3	Accessories	Helmets	36,400	65%				
4	Accessories	Lights	36,700	90%				
5	Accessories	Locks	35,000	100%				
6	Bikes	Cargo Bike	13,000	54%				
7	Bikes	Mountain Bikes	8,500	46%				
8	Clothing	Bib-Shorts	10,200	30%				
9	Clothing	Caps	23,600	58%				
10	Clothing	Gloves	90,700	89%				
11	Clothing	Jerseys	7,500	40%				
12	Components	Bottom Brackets	17,500	46%				
13	Components	Brakes	8,500	40%				
14	Components	Chains	56,000	88%				
15	Components	Handlebars	8,100	29%				

return_array contains two results; columns C and D.

Syntax for CONCAT Function is
=CONCATENATE(text1, [text2], ...)

Formula bar: `=CONCATENATE(B5," ",C5," ",D5)`

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Excel CONCATENATE function

	First Name	Middle Name	Last Name	Full Name
5	Edward	A	Barron	Edward A Barron
6	Philip	B	Mangones	Philip B Mangones
7	Iris	C	Berger	Iris C Berger
8	Patrick	D	Frey	Patrick D Frey
9	John	E	Simpson	John E Simpson
10	Michelle	F	Wittig	Michelle F Wittig
11	Sergey	G	Kaleev	Sergey G Kaleev
12	Martin	H	Dange	Martin H Dange

5. When would you use the subtotal function?

- ⇒ #Allows users to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE & etc.
- # By calculating the total value of a cell range, based on another mathematical function.
- # It used to perform some specific arithmetic and logical operation on a defined range of cells.
- # It neglects values in hidden rows, but not in hidden columns.
- # It is used when you display a Total row in an Excel Table.

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

- ⇒ VLOOKUP syntax:-
=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

H6 : X ✓ fx =VLOOKUP(G6,B6:E17,4,FALSE)

VLOOKUP function

1	2	3	4
ID	First	Last	Email
610	Janet	Farley	janet.farley@acme.com
798	Steven	Batista	steven.batista@acme.com
841	Evelyn	Monet	evelyn.monet@acme.com
886	Marilyn	Bradley	marilyn.bradley@acme.com
622	Jonathan	Adder	jonathan.adder@acme.com
601	Adrian	Birt	adrian.birt@acme.com
869	Julie	Irons	julie.irons@acme.com
867	Erica	Tan	erica.tan@acme.com
785	Harold	Clayton	harold.clayton@acme.com

ID	Email
869	julie.irons@acme.com

Lookup Value Result

Lookup Column → Result Column

EXCELJET

Lookup_value = What you want to look up

Table_array = The table range, including all cells in the table.

Col_index_num = the column number in the range containing the value to return

Range_lookup = return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE