Assignment 2

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

Ans: dollar sign used in indicating absolute cell references.

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

Ans: select the cell which contains formulas- go to formula bar- place dollar($) symbol before and

after column name (before row number) to make relative reference to absolute reference

Exa: $A$1, $B$2 etc

1. Explain the order of operations in excel?

Ans: PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction)

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

for any of two?

Ans: SUM, TEXT, VLookup, CONCATENATE, AVERAGE etc.

Sum=SUM(Cell reference)

Text=TEXT(cell reference, “xxx”)

1. When would you use the subtotal function?

Ans: Subtotal function used to automatically calculate columnwise total value and grand total.

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

Ans: B15 =VLOOKUP(A15,A1:C11,2,TRUE)

A15-What you want to look up,

2- where you want to look for it,

A1:C11- the column number in the range containing the value to return,

TRUE-return an Approximate or Exact match