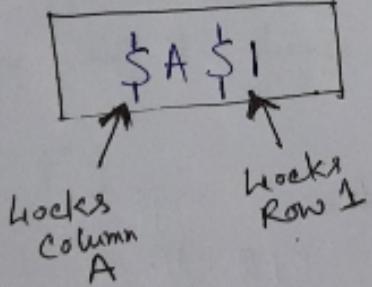


## Excel Assignment 2 by Madhupa Samanta

### Advanced Excel Assignment 2

① What does the dollar (\$) sign do?

The dollar sign in EXCEL cell reference instructs how to treat the preference when the formula is moved or copied to other cells. The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves.



② How to change the reference from  
Relative to Absolute (or, Mixed) ?

If I want to fix any cell reference, I will "lock" it by putting dollar (\$) sign before the column and row reference.

To change the reference from relative to Absolute:

- Select the cell that contains the formula
- In the formula bar, select the reference that you want to change
- Press F4

For example,

For a formula being copied:	If the cell reference is	It changes to
	\$A\$1 (Absolute column) Absolute row	\$A\$1
	A\$1 (Relative column) Absolute row	C\$1
	\$A1 (Absolute column) Relative Row	\$A3
	A1 Relative Row, Relative column	C3

↑  
Absolute Reference

↑  
Mixed Reference

3. Explain the order of operation in excel.

<u>Order</u>	<u>Operation</u>	<u>Symbol</u>
Priority high to low ↓	1. Parentheses	( )
2.	Reference Operators	:
3.	Negation	-
4.	Percentage	%
5.	Exponential	^
6.	Multiplication and Division	* /
7.	Addition and Subtraction	+ -
8.	Concatenation	&
9.	Logical comparisons	> < = <>

In general, we can say Excel's order of operation follows the acronym PEMDAS (Parenthesis, Exponents, Multiplication, Division, Addition, Subtraction). Also if a formula contains multiple operators with the same priority, then Excel evaluates from left to right.

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

- =SUM()
- =IF()
- =SUMIFS()
- =COUNTIFS()
- =SUBTOTAL()

Syntax → • =IF( Logical-test, [value\_if\_true], [value\_if\_false] )

• =COUNTIFS(criteria\_range1, criteria\_1,  
criteria\_range2, criteria\_2,  
----- )

5. When would you use the subtotal function?

Syntax : =SUBTOTAL (Type of total, Range of cells)  
↓  
Average / count / Max / Min / sum ... etc

We use SUBTOTAL to find sum / Average / count ...  
etc. of filtered values.

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

Syntax :  $=VLOOKUP($  look-up-value, table-array,  
col-index-num, range\_lookup  $)$

Look-up-Value  $\Rightarrow$  What (value/reference/text string)  
you want to look up

Table-array  $\Rightarrow$  Where you want to look that

Col-index-num  $\Rightarrow$  The column number in the  
range containing the value to  
return.

Range-lookup  $\Rightarrow$  0 - Exact match.  
1 - Closest match.

[ Vlookup search value vertically in a list and  
returns whatever is now based on column ]