

## Advance Excel Assignment 2 iNeuron

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

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

When we use a \$ sign before the cell reference (such as \$C\$2), we're telling Excel to keep referring to cell C3 even when we copy and paste the formula.

### 2 How to change the reference from relative to absolute (or Mixed)?

**Ans:** To change the type of cell reference:

- 1) Select the cell that contains the formula.
- 2) In the formula bar, select the reference that we want to change.
- 3) Press F4 to switch between the reference types.

### 3 Explain the order of operations in excel?

**Ans:** Excel evaluates the formulas from left to right following an operator precedence.

Parentheses '( )' are evaluated first. Then Exponentiation '^', Multiplication or Division '\* or /' (whichever comes first), Addition or Subtraction '+ or -' (again whichever comes first), Concatenation (joining strings) '&' and finally Comparison.

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

**Ans:**

- 1) SUM Function: syntax: =SUM(A2:A10)
- 2) TEXT Function: syntax: =TEXT(value,format\_text)
- 3) VLOOKUP Function: syntax: =VLOOKUP(value, table, index\_number, [approximate\_match])
- 4) AVERAGE Function: syntax: =AVERAGE(A1:A20)
- 5) CONCATENATE Function: syntax: =CONCATENATE(text1, text2, [text3]...)

### 5 When would you use the subtotal function?

**Ans:** the subtotal function in Excel allows users to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc. the SUBTOTAL function in Excel helps in analyzing the data provided.

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

**Ans:** The VLOOKUP function is a premade function in Excel, which allows searches across columns. It is typed =VLOOKUP and has the following parts: =VLOOKUP (lookup\_value, table\_array, col\_index\_num, [range\_lookup])

**Lookup\_value:** Select the cell where search values will be entered.

**Table\_array:** The table range, including all cells in the table.

**Col\_index\_num:** The data which is being looked up. The input is the number of the column, counted from the left: