

Advance Excel Assignment 2

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

In Excel, a dollar sign can denote a currency format

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

1 Select the cell that contains the formula.

2 In the formula bar Button image, 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. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators

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

- | | |
|---------------|--------------------|
| 1. SUM | =SUM(A1:A5) |
| 2. COUNT | =COUNT(A1:A5) |
| 3. COUNTA | =COUNTA(A1:A5) |
| 4. COUNTBLANK | =COUNTBLANK(A1:A5) |
| 5. AVERAGE | =AVERAGE(A1:A5) |
| 6. MIN Excel | =MIN(A1:A5) |

5. When would you use the subtotal function?

when you subtotal a horizontal range using a function_num of 101 or greater, such as SUBTOTAL(109,B2:G2), hiding a column does not affect the subtotal

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

=VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).