

Advance Excel Assignment 2

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

Ans: It is used to give absolute references in excel for putting any relation or formula.

	B	C	D	E	F	G	H
			5		56	280	
					56		
					56		
					168		

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

Ans: We can select the cell containing formula and then by clicking on formula & pressing f4 we can change the reference type from relative to absolute.

After clicking on formula cell & clicking on formula

	A	B	C	D	E	F	G	H	I
				5		56	280		
						56			
						56			
						168			

After pressing f4 reference changed

	A	B	C	D	E	F	G	H	I	J	K
				5		56	280				
						56					
						56					
						168					

3. Explain the order of operations in excel?

Ans: excel first solves the parenthesis then it solves reference operators (:), then exponentials then percent followed by Multiplications, division, addition & subtractions

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

Ans: in my opinion,

1. Sum
2. Average
3. Max
4. Concatenate
5. V lookup are some important function

Basic syntax

1. Concatenate = `=CONCAT(F5," ",G5," ","this is ans")`
2. Sum = `=SUM(F7:G7)`

5. When would you use the subtotal function?

Ans: For doing the subtotals based on various categories

The steps are given below

The screenshot illustrates the process of using the Subtotal function in Excel. It shows a table of fruit data, the Subtotal dialog box, and the resulting table with subtotals.

Fruit Name	Size	Count
Mango	big	120
Mango	avg	100
Mango	small	80
Apple	big	50
Apple	avg	60
Apple	small	120

The Subtotal dialog box is shown with the following settings:

- At each change in: Fruit Name
- Use function: Sum
- Add subtotal to: ☒ Count
- ☒ Replace current subtotals
- ☐ Page break between groups
- ☒ Summary below data

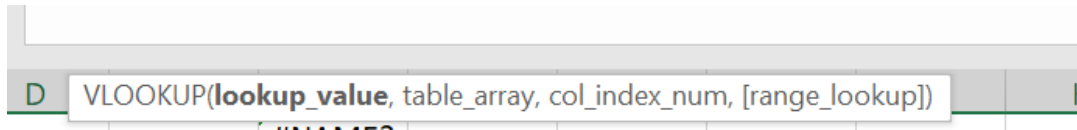
The resulting table shows the subtotals for each fruit category:

Fruit Name	Size	Count
Mango	big	120
Mango	avg	100
Mango	small	80
Mango Total		300
Apple	big	50
Apple	avg	60
Apple	small	120
Apple Total		230

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

Ans: The syntax is given below

VLOOKUP(value, table, index_number, [approximate_match])



Terms:

Value : The value you want to look up

Table: range in which we are searching the value

Index number: number of that column in which we are looking value

0/false : for exact match Or 1/True: for approx. match