Name: Mohammad Wasiq

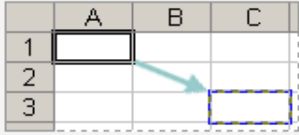### E-mail: mohammadwasiq0786@gmail.com

Advance Excel Assignment 2

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

➢ The dollar sign in an Excel cell reference affects just one thing – it instructs Excel how to treat the reference 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 i.e., Relative Reference.

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

➢ Select the cell that contains the formula. In the formula bar, select the reference that wants to change.

➢ Press F4 to switch between the reference types.

For a formula being copied:	If the reference is:	It changes to:
	A1 (absolute column and absolute row)	A1 (the reference is absolute)
	A$1 (relative column and absolute row)	C$1 (the reference is mixed)
	$A1 (absolute column and relative row)	$A3 (the reference is mixed)
	A1 (relative column and relative row)	C3 (the reference is relative)

3. Explain the order of operations in excel?

➢ When combining several operations and functions into a single formula, Excel performs the operations in a predefined order, known as the order of operations.

Operation	Example	Memory Device
Parentheses	10 + (6-2) / 2^2	Please
Exponents	10 + 4 / 2^2	Excuse
Multiplication and Division	10 + 4/4	My Dear
Addition and Subtraction	10 + 1	Aunt Sally
Result	11	

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

➢ Here are the top 5 functions in Excel,

1. The SUM Function

- Syntax formula for the SUM function is

"=SUM (number1, number2, etc.)"

2. The TEXT Function

- Syntax formula for the TEXT function is

"=TEXT (value, format_text)"

3. The VLOOKUP Function

- Syntax formula for the VLOOKUP function is

"=VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup])"

4. The AVERAGE Function

- Syntax formula for the AVERAGE function is

"=AVERAGE (number1, number2, etc.)"

5. The CONCATENATE Function

- Syntax formula for the CONCATENATE function is
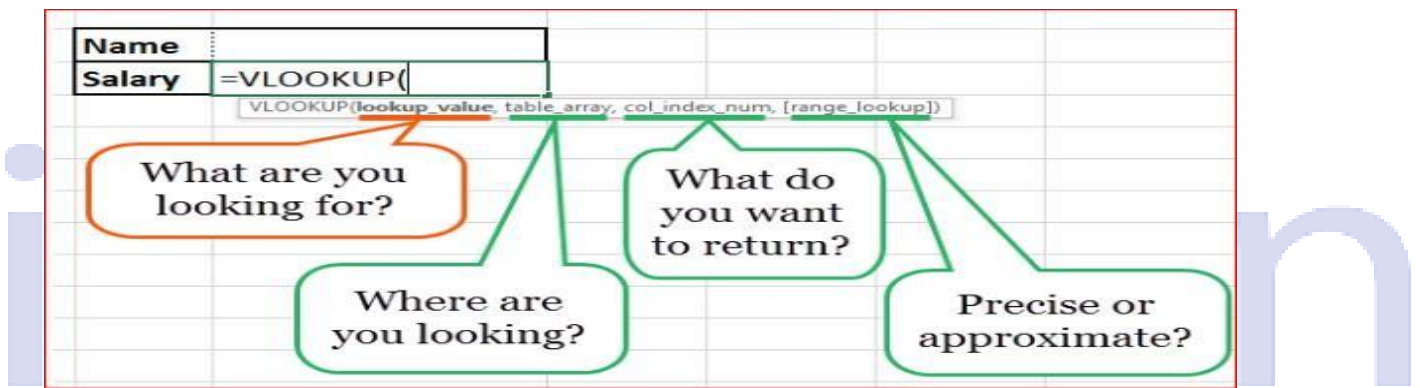
"=CONCATENATE (text1, [text2...text_n])"

5. When would you use the subtotal function?

➤ The SUBTOTAL function is designed for columns of data or vertical ranges. It is not designed for rows of data or horizontal ranges.

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

➤ The syntax for the VLOOKUP function is

"=VLOOKUP (lookup_value, table_array, col_index_num, range_lookup])"