# Advance Excel Assignment 2

## 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.

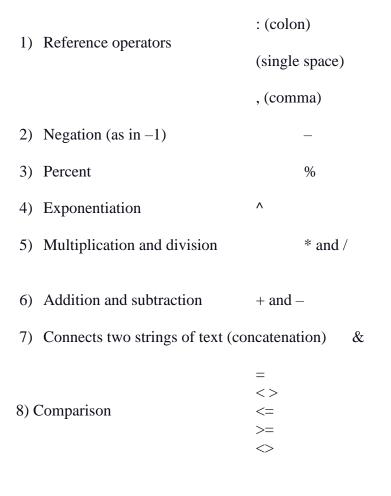## 2. How to Change the Reference from Relative to Absolute (or Mixed)?

ANS : The easiest way to change cell references from relative to absolute or mixed is to press the F4 key on the keyboard. OR the steps are mentioned below.

To change the type of cell reference:

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?

ANS : A formula in Excel always begins with an equal sign (=).Excel calculates the formula from left to right, according to a specific order for each operator in the formula.

| | |
|---|---|
| 1) Reference operators | : (colon) |
| | (single space) |
| | , (comma) |
| 2) Negation (as in –1) | – |
| 3) Percent | % |
| 4) Exponentiation | ^ |
| 5) Multiplication and division | * and / |
| 6) Addition and subtraction | + and – |
| 7) Connects two strings of text (concatenation) | & |
| 8) Comparison | = |
| | < > |
| | <= |
| | >= |
| | <> |

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

ANS : 1) The SUM Function : Syntax : SUM(number1,[number2],...)

2) The AVERAGE Function : Syntax: AVERAGE(number1, number2, etc.).

3) The TEXT Function : Syntax : TEXT (value, format_text).

4) The CONCATENATE Function : Syntax: CONCATENATE (text1, [text2…text_n]),

5) The VLOOKUP Function : Syntax : VLOOKUP(lookup_value, table_array, col_index_num, range_lookup).

6) The IF function : Syntax : IF(logical_test, value_if_true, [value_if_false])

**5. When would you use the subtotal function?**

ANS : subtotal function used when we need data based on different categories. SUBTOTALS help us to get the totals of several columns of data broken down into various categories.

The SUBTOTAL function ignores any rows that are not included in the result of a filter, no matter which function_num value you use. 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?

ANS : Syntax of the vlookup function is:

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

**lookup_value** (required) : The value you want to look up. Lookup_value can be a value or a reference to a cell.

**table_array** (required) : The range of cells in which the VLOOKUP will search for the lookup_value and the return value. You can use a named range or a table, and you can use names in the argument instead of cell references.

The first column in the cell range must contain the lookup_value. The cell range also needs to include the return value you want to find.

**col_index_num** (required) : The column number (starting with 1 for the left-most column of table_array) that contains the return value.

**range_lookup** (optional) : A logical value that specifies whether you want VLOOKUP to find an approximate or an exact match: