

Advance Excel Assignment 2

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

Ans: The \$ is used in a cell reference to create an absolute reference. An absolute reference is one that will not change when the formula is copied like: \$A\$1 will always point to column A and row 1.

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

Ans: Click the formula box (shown below) or highlight the formula and press the F4 key to switch between an absolute and relative cell reference.

3. Explain the order of operations in excel?

Ans: Excel follows PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction).

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

Ans: Sum (), Text (), Vlookup (), Average () and Concatenate () and the syntaxes are:
Sum =SUM (number1, number2, etc.).
VLookup =VLOOKUP (lookup_value, table_array, col_index_num, *range_lookup*).

5. When would you use the subtotal function?

Ans: The subtotal function is used to allows users to create groups and then perform various other excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc.

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

Ans: VLOOKUP is an Excel function to lookup and retrieve data from a specific column in table. The "V" stands for "vertical". Lookup values must appear in the first column of the table, with lookup columns to the right.

Syntax:

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