

Advance Excel Assignment 2

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

One is the dollar sign denotes currency and another one is it refers to absolute cell References. It remains unchanged wherever the formula moves.

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

By pressing the F4 key you can convert reference from relative to absolute.

By pressing the F4 key two times it will convert into Mixed.

Reference Type	Cell	Description
Relative	A1	Allows the row and Column reference to change
Mixed	\$A1	Allows the row reference to change, but not the column reference.
Mixed	A\$1	Allows the column reference to change, but not the row reference.
Absolute	\$A\$1	Allows neither the column nor the row reference to change.

3. Explain the order of operations in excel?

PEMDAS – Parenthesis, Exponent, Multiplication, Division, Addition, Subtraction.

	A	B	C	D
1				
2		Order	Operators	Operation
3		1	()	Parantheses
4		2	^	Exponentiation
5		3	*/	Multiplication and Division
6		4	+ -	Addition and Subtraction
7		5	&	Concatenation
8		6	>, <, <=, >=, =, & <>	Comparison
9				

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

SUM, AVERAGE, VLOOKUP, COUNTBLANK, IF

=SUM(cell Range) Eg: =sum(A2:B2)

=VLOOKUP(lookup value, table array, column index number, true or False)

5. When would you use the subtotal function?

The SUBTOTAL formula is used to find out the subtotal of a given range of cells. You give SUBTOTAL two things – (1) a range of data and (2) a type of subtotal. In return, SUBTOTAL will give you the subtotal for that data.

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

VLOOKUP Function: Looks for a value in the first column of a table and returns the value from the same row of the matched value using the index number.

=VLOOKUP(lookup value, table array, column index number, true or False)

Lookup value – column wants to lookup.

Table Array – Range of values want to lookup.

Column Index – select column value to lookup.

True or False – Appropriate match or Exact Match.
