EXCEL ASSIGNMENT 2 – INEURON

Q1) What does the dollar($) sign do?

Ans) The dollar ($) sign mainly used in excel to give reference to particular cell . when we use a formula it adjusts the reference from where the value to be consider using relative reference. So we use $ sign to keep referencing the same row or column data when the formula is dragged. On default relative reference is used and there two more ways to use it:

1. Absolute - $A$1

* It locks the cell and refers to the only constant value which the cell A1 contains and give calculations accordingly.

1. Mixed - $A1 , A$1

* It can be used to only both ways.
* If we use $ in front then it will fix the columns
* If we use $ in end then it will fix or lock rows

Q2. How to Change the Reference from Relative to Absolute (or Mixed)?

Ans) To change the cell reference we will go to cell then the formula bar and press F4 to change between the different reference .

Q3. Explain the order of operations in excel?

Ans) Excel uses the following order of operations :

We also call it PEMDAS

Parentheses ‘()’

Exponents – ‘**^’**

Multiply/divide ‘\* or / ’

Add/subtract ‘+ or – ‘

Joining strings (&&)

Comparisons

Q4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

Ans) here is list of top 5 function:

SUM()

AVERAGE()

VLOOKUP()

TEXTJOIN()

COUNT()

SYNTAX:

1. VLOOKUP:

=VLOOKUP(**lookup\_value, table\_array, col\_index\_num, [range\_lookup**])

1. TEXTJOIN()

=TEXTJOIN (delimiter, ignore\_empty, text1, [text2], ...)

Q5) When would you use the subtotal function?

Ans) Subtotal function is used when we have to obtain count, average , sum of a list or database in a columnIt is mainly used where we have to obtain the right data when excel rows are hidden or filtered in a database.

Q6) What is the syntax of the vlookup function? Explain the terms in it?

Ans) vlookup has 4 argument and it works from left to right in a table

=VLOOKUP(**lookup\_value, table\_array, col\_index\_num,** [**range\_lookup**])

1. Lookup value – The value we want to search or obtain
2. Table array – the range of table, i.e taking all the cells of table
3. Colum index\_num- The comlumn number where we want to look for data
4. Range lookup - TRUE if numbers (1) or FALSE if text (0)