

Excel Assignment - 02

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

Ans:-

Dollar (\$) Sign is used in two cases.

1. To show the currency
2. To use the absolute cell reference in formulas. (to adhere the cell / row / column in the formula)

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

Ans:-

We can change the reference from relative to absolute / Mixed in the formula by pressing F4 key.

By pressing F4 key first time, the cell will be selected as absolute reference.

By pressing F4 key second time, the row of that cell will be selected as absolute reference.

By pressing F4 key third time, the column of that cell will be selected as absolute reference.

By pressing F4 key fourth time, absolute reference shall be eliminated and the cell shall be selected as relative reference.

3. Explain the order of operations in excel?

Ans:-

Excel operates the formulas in the defined orders.

The order of operations are usually known as PEMDAS which means Parentheses, Exponents, Multiplications, Division, Addition and Subtraction.

The order of the operation used in the Excel to calculate any formula is listed below.

1. Parentheses (Brackets used in a formula "()")
2. Exponents
3. Multiplication
4. Division
5. Addition
6. Subtraction

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

Ans:-

Top 5 Functions used in the Excel are listed below

1. Sum Function
2. Average Function
3. Count Function
4. Maximum Function
5. If Function

Syntax of the Sum Function: E8 = sum(E4:E7)

E8						
	A	B	C	D	E	F
1						
2						
3			Qty	Rate	Amount	
4			10	250	2500	
5			5	200	1000	
6			14	100	1400	
7			10	150	1500	
8			Total		6400	
9						
10						
11						

Syntax of the If Function: F4 = =IF(E4>1500, "Large Sales", "Small Sales")

F4								
	A	B	C	D	E	F	G	H
1								
2								
3			Qty	Rate	Amount	Sales Size		
4			10	250	2500	Large Sales		
5			5	200	1000	Small Sales		
6			14	100	1400	Small Sales		
7			10	150	1500	Small Sales		
8			Total		6400			
9								
10								

5. When would you use the subtotal function?

Ans:-

Subtotal Function is used to perform the functions in Groups. This function allows us to create group first and then calculate the other functions such as SUM, COUNT, AVERAGE, etc.

The screenshot shows an Excel spreadsheet with a data table and a SUBTOTAL function dropdown menu. The data table is located in columns C to F, rows 3 to 8. The table has four columns: Qty, Rate, Amount, and Sales Size. The data rows are: (10, 250, 2500, Large Sales), (5, 200, 1000, Small Sales), (14, 100, 1400, Small Sales), and (10, 150, 1500, Small Sales). A total row is at row 8, showing a total amount of 6400. The SUBTOTAL function dropdown menu is open in cell H5, showing a list of functions: COUNT, COUNTA, MAX, MIN, PRODUCT, STDEV.S, STDEV.P, SUM, VAR.S, VAR.P, and AVERAGE. The formula bar at the top shows the formula =SUBTOTAL(

Qty	Rate	Amount	Sales Size
10	250	2500	Large Sales
5	200	1000	Small Sales
14	100	1400	Small Sales
10	150	1500	Small Sales
Total		6400	

Subtotal Function Dropdown Menu:

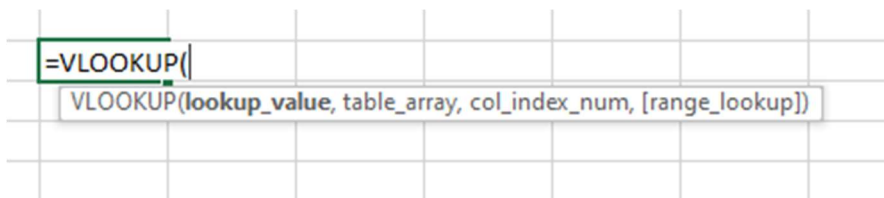
- (...) 2 - COUNT
- (...) 3 - COUNTA
- (...) 4 - MAX
- (...) 5 - MIN
- (...) 6 - PRODUCT
- (...) 7 - STDEV.S
- (...) 8 - STDEV.P
- (...) 9 - SUM
- (...) 10 - VAR.S
- (...) 11 - VAR.P
- (...) 101 - AVERAGE

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

Ans:-

Syntax of the Vlookup is listed below.

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



VLOOKUP stands for the Vertical Lookup. It is a function that makes Excel search for a certain value in a column (the so called 'table array'), in order to return a value from a different column in the same row.

A screenshot of an Excel spreadsheet. The formula bar at the top shows `=VLOOKUP(D8, C4:F6, 4, 0)`. The spreadsheet contains a table with the following data:

Items	Qty	Rate	Sales Amount
Pen	10	20	200
Pencil	15	10	150
Notebook	20	50	1000

Below the table, cell D8 contains the text "Sales Amount of: Notebook". Cell F8 contains the formula `=VLOOKUP(D8, C4:F6, 4, 0)`. A tooltip for the formula bar shows the syntax: `VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])`.

A screenshot of an Excel spreadsheet showing the result of the VLOOKUP function. The table is the same as in the previous screenshot. Below the table, cell D8 contains the text "Sales Amount of: Notebook". Cell F8 contains the result of the VLOOKUP function, which is 1000.

Items	Qty	Rate	Sales Amount
Pen	10	20	200
Pencil	15	10	150
Notebook	20	50	1000

Below the table, cell D8 contains the text "Sales Amount of: Notebook". Cell F8 contains the result of the VLOOKUP function, which is 1000.