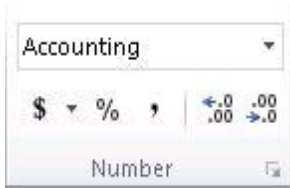


Advance Excel Assignment 2

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

Ans. Dollar signs denoting currency

If you want to display numbers as monetary values, you must format those numbers as currency. To do this, you apply either the Currency or Accounting number format to the cells that you want to format. The number formatting options are available on the Home tab, in the Number group.



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

Ans. By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2). When you copy a formula that contains a relative cell reference, that reference in the formula will change.

As an example, if you copy the formula `=B4*C4` from cell D4 to D5, the formula in D5 adjusts to the right by one column and becomes `=B5*C5`. If you want to maintain the original cell reference in this example when you copy it, you make the cell reference absolute by preceding the columns (B and C) and row (2) with a dollar sign (\$). Then, when you copy the formula `=B4*C4` from D4 to D5, the formula stays exactly the same.

COUNTIF		X ✓ f_x		=B5*C5	
	Functions	A	B	C	D
1	Product	Quantity	Price	Amount	
2	Bread	2	\$1.50	3	
3	Butter	1	\$1.20	1.2	
4	Cheese	3	\$2.00	6.00	
5	Jam	3	\$1.80	=B5*C5	
6					

2. Explain the order of operations in excel?

Ans. If you combine several operators in a single formula, Excel performs the operations in the order shown in the following table. **If a formula contains operators with the same precedence—for example, if a formula contains both a multiplication and division operator—Excel evaluates the operators from left to right.**

Using parentheses in Excel formulas

To change the order of evaluation, enclose in parentheses the part of the formula to be calculated first. For example, the following formula produces 11 because Excel performs multiplication before addition. The formula multiplies 2 by 3 and then adds 5 to the result.

=5+2*3

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

Ans. To help you get started, here are 5 important Excel functions you should learn today.

The SUM Function. The sum function is the most used function when it comes to computing data on Excel. ...

The TEXT Function. ...

The VLOOKUP Function. ...

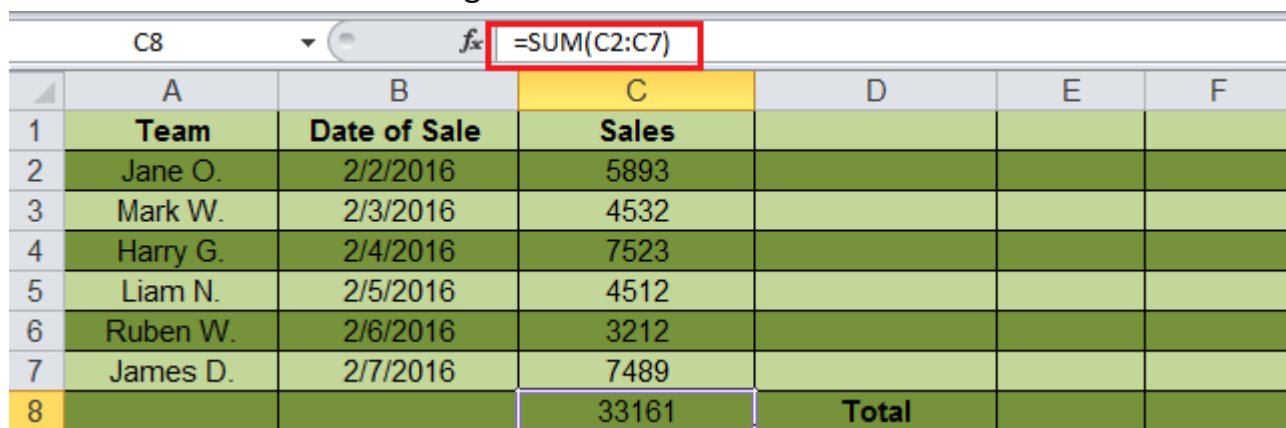
The AVERAGE Function. ...

The CONCATENATE Function.

(A) The SUM Function

The sum function is the most used function when it comes to computing data on Excel. This function works to sum a group of numbers in a specific set of cells. This means you don't need to type a long cumbersome formula just to calculate the sum of all the data you need. Because of its popularity, newer versions of Microsoft Excel have a button specifically for this function.

This function is performed by typing the formula on the function bar and highlighting the cells you want summed before clicking "Enter". You also need to be careful in highlighting cells, as Excel will sum everything you include. If this happens, you can easily click the "Undo" button to reset the values back to its original state.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Team	Date of Sale	Sales			
2	Jane O.	2/2/2016	5893			
3	Mark W.	2/3/2016	4532			
4	Harry G.	2/4/2016	7523			
5	Liam N.	2/5/2016	4512			
6	Ruben W.	2/6/2016	3212			
7	James D.	2/7/2016	7489			
8			33161	Total		

The formula bar at the top shows the formula `=SUM(C2:C7)` being entered into cell C8. The formula bar is highlighted with a red box.

The syntax formula for sum function is “=SUM” (number1, number2, etc.).

In this image, the sum function for the cells C2 through C7 is obtained through the formula “=SUM (C2:C7)”, giving you the result of 33161.

(B) The TEXT Function

Text function is a useful tool that helps convert a date (or number) into a text string in a particular format. It falls in the category of string formulas that converts numerical values to a string. It is handy when users need to view numeric data in a readable format. Take note that the “TEXT” formula only works to convert numeric values to text. Therefore, its results cannot be calculated.

	C2		f_x =TEXT(B2,"ddd")			
	A	B	C	D	E	F
1	Team	Date	Day			
2	Jane O.	2/2/2016	Tue			
3	Mark W.	2/3/2016	Wed			
4	Harry G.	2/4/2016	Thu			
5	Liam N.	2/5/2016	Fri			
6	Ruben W.	2/6/2016	Sat			
7	James D.	2/7/2016	Sun			
8						

The syntax formula for *text* function is “=TEXT” (value, format text).

- “Value” refers to the particular number you wish to convert to text.
- “Format text” defines the format of the conversion.

In this example, the user uses a text formula to find the abbreviated day for the date “=TEXT (B2, “ddd”)”.

4. When would you use the subtotal function?

Ans. The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges. For example, when you subtotal a horizontal range using a function num of 101 or greater, such as SUBTOTAL(109,B2:G2), hiding a column does not affect the subtotal.

Example :-

Copy the example data in the following table, and paste it in cell A1 of a new Excel worksheet. For formulas to show results, select them, press F2, and then press Enter. If you need to, you can adjust the column widths to see all the data.

Data		
120		
10		
150		
23		
Formula	Description	Result
=SUBTOTAL(9,A2:A5)	The sum of the subtotal of the cells A2:A5, using 9 as the first argument.	303

Data

=SUBTOTAL(1,A2:A5)	The average of the subtotal of the cells A2:A5, using 1 as the first argument.	75.75
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5. What is the syntax of the vlookup function? Explain the terms in it?

Ans. In its simplest form, the VLOOKUP function says: =VLOOKUP (What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE). Play.

Examples

Here are a few examples of VLOOKUP:

	A	B	C	D	E
1	ID	Last name	First name	Title	Birth date
2	101	Davis	Sara	Sales Rep	12/08/68
3	102	Fontana	Olivier	VP (Sales)	02/19/52
4	103	Leal	Karina	Sales Rep	08/30/63
5	104	Patten	Michael	Sales Rep	09/19/58
6	105	Burke	Brian	Sales Manager	03/04/55
7	106	Sousa	Luis	Sales Rep	07/02/63
8					
9					
10	Formula	=VLOOKUP(B3,B2:E7,2,FALSE)			
11	Result	Olivier			
12					

VLOOKUP looks for *Fontana* in the first column (column B) in table_array B2:E7, and returns *Olivier* from the second column (column C) of the table_array. FALSE returns an exact match.

	A	B	C	D	E
1	ID	Last name	First name	Title	Birth date
2	101	Davis	Sara	Sales Rep	12/08/68
3	102	Fontana	Olivier	VP (Sales)	02/19/52
4	103	Leal	Karina	Sales Rep	08/30/63
5	104	Patten	Michael	Sales Rep	09/19/58
6	105	Burke	Brian	Sales Manager	03/04/55
7	106	Sousa	Luis	Sales Rep	07/02/63
8					
9					
10	Formula	=VLOOKUP(102,A2:C7,2,FALSE)			VLOOKUP looks for an exact match (FALSE) of the last name for 102 (lookup_value) in the second column (column B) in the A2:C7 range, and returns <i>Fontana</i> .
11	Result	Fontana			

iNeuron

